

YMCA GREATER WELLINGTON

BEFORE & AFTER SCHOOL CARE BOOKING CHANGE & CASUAL BOOKING FORM



Childs Name:

Parent/Caregivers Name:

ASC Centre:

Date of Birth:

CANCELLATIONS

Days	Before/After	Date/Month	Ongoing/Once off	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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ADDITIONS

Days	Before/After	Date/Month	Ongoing/Once off	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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SWAP CHANGE SESSION TIMES - ON GOING

I would like to change my times from:

to:

Starting:

(date)

Monday	<input type="checkbox"/>	Monday	<input type="checkbox"/>	BC	<input type="checkbox"/>	AC	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	BC	<input type="checkbox"/>	AC	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	BC	<input type="checkbox"/>	AC	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	BC	<input type="checkbox"/>	AC	<input type="checkbox"/>
Friday	<input type="checkbox"/>	Friday	<input type="checkbox"/>	BC	<input type="checkbox"/>	AC	<input type="checkbox"/>

Comments

CONSENT

By signing this registration form I hereby acknowledge that I have read, understand and accept YMCA standard terms and condition for YMCA Out of School Care programmes and that the information I have provided is true and correct to the best of my knowledge

Parent Caregiver:

Signed:

Date:

COSTS

Fees	Per Child	
Sick Fee	\$5	Due to illness and is reported to the centre by 11am that day
Phone Fee	\$5	If for any reason, a staff member needs to make a phone call to you, then you may be charged a phone fee in addition to any applicable fees
Late pick up Fee	\$20 +	\$20 for the first 15mins, then \$1 for every minute there after
Admin Fee	\$5	Admin Booking Fee charged where applicable
Casual Session		Normal Session Fee <u>PLUS</u> the \$5 Admin Fee Applicable to any booking that is not made before 6pm, Thursday the week before.
Early Closure Fee	\$4 per hour +	When school closes early we will charge this fee from Closure to 3pm and the normal associated fee from 3pm to 6pm

Cancellations

No Charge	If the BCF is in to the supervisor before 6pm, Thursday the week before the intended cancellation there will be no charge.
Full Charge	If the BCF has not been submitted by 6pm, Thursday the week before the intended cancellation/change or no notice is given.

Additional Days

Normal Session Fee	If the BCF is submitted before 6pm, Thursday the week before you will be charged the normal session fee for these extra days.
Casual Session Charge	If the BCF has not been submitted by 6pm, Thursday the week before the intended change, you will be charged the admin fee on top of the normal session fee.

Swap/Change Session

No Extra Charge	If the BCF is in to the supervisor before 6pm, Thursday the week before the intended change there will be no extra charge.
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