



Holiday action enrolment form

Program Details

Year 2016	Term 2
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Young Persons Details

First name:	Last Name :	Preferred Name:
Age:	Date of Birth:	Contact Number:
Address:		Suburb:

Has the young person attended Holiday Action previously? yes no
 If no, Please complete the Youth Registration Form to be completed by parent/grandparent/guardian/worker

Program Details

	Date	Activity	Price	Tick	Cost
Week 1	MONDAY 27 TH JUNE	FUN CITY	\$15 or \$11 concession		
	TUESDAY 28 TH JUNE	MUSIC ROCK SCHOOL (YRC DAY)	\$ 9		
	WEDNESDAY 29 TH JULY	ICE SKATING	\$15 or \$11 concession		
	THURSDAY 30 TH JULY	GALACTIC CIRCUS	\$15 or \$11 concession		
	FRIDAY 1 ST JULY	STIR IT UP (YRC DAY)	\$9		
Week 2	MONDAY 4 TH JULY	DISNEY ON ICE	\$15 or \$11 concession		
	TUESDAY 5 TH JULY	SCIENCE MEDIA (YRC DAY)	\$9		
	WEDNESDAY 6 TH JULY	ROCK CLIMBING**	\$15 or \$11 concession		
	THURSDAY 7 TH JULY	MOVIES & SHOPPING	\$15 or \$11 concession		
	FRIDAY 8 TH JULY	SPORTS FINAL (YRC DAY)	\$9		
** Parents/guardians need to complete an additional waiver form				Total	\$

Health and Wellbeing

Does the young person have a pre-existing health or wellbeing issue that has required you to complete a form? yes no
 If yes, a form has been completed, has the condition or management of the young person changed since the form was completed? yes no
 If yes, please complete the form again, this ensures the young person is provided with the best possible support during the program.

Parent or Guardian Details

Name	Contact Number
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Permission

Do you allow photographs/video footage to be taken of the young person during holiday action? yes no

Leaving the program: Is the young person allowed to leave the program or excursion alone? yes no

Supervision

- Please be aware that Holiday Action does not provide direct individualised supervision of Young People while on program, unless specifically requested (i.e. for Young People with Additional Needs). There will be a minimum staff supervision ratio of 1 program staff to 15 young people with two staff being present at all times.
- Young People have the freedom to explore the venues we attend (within boundaries set by staff), generally in small groups. All due care will be exercised by the leaders, however we are attending venues where young people will interact with each other and the general public. Young People are more than welcome to remain with staff (where possible) during the activities but be aware that It is the equal responsibility of both the staff members and the young person to ensure that they engage with the group and that young people will be restricted and may not be able to complete activities of their choice
- A staff member will be available at all times, remaining in one location for the duration of the day with the remaining staff interacting with the young people and engaging in the activities. Participants will be given a wristband with staff contact numbers, a map (where appropriate) and any additional information as required. Participants will also be required to meet at certain times throughout the day to check in. Should a participant not check in at appropriate times, after 10 mins we will call the parents/emergency contact and after 15-20 minutes we will contact the police.
- There is a maximum of three warnings given per young person. If the young person exceeds three warnings they will be asked to leave the program and parents will be notified. If the behaviour is of a serious nature parents will be notified and the young person will be immediately removed from the program.

Requirements

- The Young Persons will need to supply their own snacks, lunch (unless provided), drinks and are able to bring spending money but that it is their responsibility.
- The Young Person/s will adhere to the Wyndham City's Youth Services Sun smart Policy.

Sharing your Information

Youth Services at Wyndham City are collecting this personal, sensitive and health information to:

- Ensure young people are supported during specific program and general service delivery
- Assist Youth Services with strategic program and service planning, delivery and evaluation.
- Create an opportunity to provide you with promotional material about the services and programs

Youth Services staff shall enter this information into a database for data collation.

How your Information will be Used

The personal, sensitive and health information collected will be used by Youth Services within Wyndham City for the primary purposes stated above or a directly related purpose. The information you provide shall remain private within Council unless disclosure is required by law, or consented to by you. You may apply for access and/or amendment of the information by writing to the Wyndham City Privacy Officer.

Agreement on your Responsibilities and Information

- Agree to the points as noted in the 'Supervision' section
- Agree to the points as noted in the 'Requirements' section
- Consent to the collection and use of information and privacy statements as noted in the 'Sharing your Information' section
- Consent to the statement as noted in the 'How your Information will be Used' section.

I _____ (name) the parent/grandparent/guardian/worker of _____ (young person's name) hereby sign
_____ (signature) to state my acceptance and consent to the points outlined above on _____ (date).

Office use only

NAR

CRM

Scanned

Filed in CRM

