

Artmakers

CREATIVE KIDS



artmakers.co.nz

=====
PUBLIC HOLIDAYS
may affect some
dates.

HOW to BOOK

- 1 Please first check for vacancies:** Request specific days and dates, tell us the number of children and their ages by: e-mail: <kids@artmakers.co.nz> or ph / txt 021 991 576
- 2 When you get the "GO AHEAD NOW" notification** from us, please follow through in **NO LESS THAN 24 hrs*** to
 - make your payment and
 - submit the registration form (on the next page).
- 3 Payment:** Direct credits only please.
Our account details:
Artmakers Trust: 03 0318 0663488 00
Reference: Please use your child's family name as it appears on the Registration Form.

DAILY HOURS

8:30 - 4:00

If you require early drop off (8:15) or late pickup (5pm) a prior arrangement required and a surcharge will apply. REQUESTS for extended hours must be made ahead of time.

What to bring:

- SHOES REQUIRED
- Lunch and snacks
- Drink bottle
- Coverup art shirt
- Sunhat & block in summer.
- Please do not bring devices, or fragile items.

Each Art/Craft Day includes projects to create and take home,

Art/Craft
\$45 /
each day

THREE DAY BLOCK to devise a story, create costumes and props, rehearse and put on a Friday afternoon show.

DRAMA
3-day BLOCK
discounted
to \$130

INCLUDES ALL OF THE ABOVE
at a discounted rate !!

FULL WEEK
5 days
discounted
to \$210

*** PLEASE NOTE: Numbers are strictly limited. When the programme is close to full, the co-ordinator may require you to complete turn-around the same day and will inform you of the deadline. Incomplete bookings will lapse if we do not hear from you by the required deadline.**



**CREATIVE
KIDS**

REGISTRATION FORM

Artmakers Creative Kids
Norris Ward Park Arts Centre
2 Seddon Road Hamilton
ph /txt 021 991 576
e-mail: <kids@artmakers.co.nz>
web: https://artmakers.co.nz

FIRST "SAVE" your own COPY of the form BEFORE entering the data.

★ CHILD(REN)'S FAMILY NAME: _____

Person making Payment * : _____

DEC JAN APRIL JULY SEPT/OCT

CHOOSE the HOLIDAY period

CHOOSE the WEEK or DAYS :	FULL week	check the programme structure for season variations				
		Mon	Tues	Wed	Thur	Fri
WEEK 1 - start date ___/___/___	OR					
WEEK 2 - start date ___/___/___	OR					
WEEK 3 - start date ___/___/___	OR					
WEEK 4 - start date ___/___/___	OR					
WEEK 5 - start date ___/___/___	OR					

★ CHILD(REN) information: _____

SURNAME	FIRST NAME	AGE	Allergies, Medical or other Special needs? (Please provide details separately)	
			YES	NO
			YES	NO
			YES	NO

★ PARENT / CAREGIVER information: Please provide TWO DAYTIME & afterhours ADULT CONTACTS

SURNAME	FIRST NAME	phone #	Address	Will this person drop off or collect the child ?
1.				YES <input type="checkbox"/> NO <input type="checkbox"/>
2.				YES <input type="checkbox"/> NO <input type="checkbox"/>

★ e-mail address for parents / caregivers responsible for registering the child(ren)

Name of person: _____ e-mail : _____

★ AGREEMENT and ACCEPTANCE of TERMS and CONDITIONS:

- EMERGENCY CARE:** I hereby authorise ARTMAKERS TRUST to secure any emergency care required for my child / children (as names on this form) should this be required. I understand that it is my responsibility to inform ARTMAKERS of any medical issues which may affect my child(ren).
- DAILY SIGN IN / OUT:** I understand that my child /children must be signed in and out each day by one of the caregivers listed above. Children MAY NOT BE DEPOSITED AT or LEAVE the ARTMAKERS PREMISES unless escorted by one of the authorised persons on this form, unless express written permission is submitted to ARTMAKERS and agreed upon beforehand. We will NOT allow children under the age of 10 to depart without an approved adult escort.
- TIME KEEPING :** I accept that prompt end of day pick up is required. I will notify staff immediately if I am unexpectedly delayed. (It may be possible to arrange for overtime supervision, but this must be prearranged and will carry additional charges.)
- BEHAVIOURS :** I understand that my child(ren) may be asked to leave the programme if behaviour is repeatedly unacceptable or unmanageable. As the caregiver I will discuss any specific needs or identified behavioural issues with the Artmakers staff at enrolment, as required.
- RIGHT TO REFUSE SERVICE :** I understand that our family may be refused participation in the programme and / or charged additional fees if we do not abide by the matters raised in this agreement.
- CONCERNS or COMPLAINTS:** I understand that I may submit and discuss any issues or complaints in a timely manner directly to Supervisory staff in the first instance.
- I understand that ARTMAKERS HOLIDAY PROGRAMME POLICIES and PROCEDURES are available and may be freely viewed upon request at the office.
- I agree that these enrolment and attendance records may be made available to the Ministry of Social Development for audit purposes.

Signed: ★ _____ Relationship to Child: _____

- **BOOKING** by phone 021 991 576
OR e-mail <kids@artmakers.co.nz>

- In person: Office hours (please ring to confirm we are in)
- Bookings on a first come first serve basis.
- Numbers attending are limited.
- Bookings cannot be confirmed until :
 - a. Staff have confirmed a vacancy for you.
 - b. Fees are paid in FULL or
 - c. OSCAR assistance application is filed and approved.

AMOUNT OF FEES TO BE PAID will vary according to current rates and registration details. Final amount payable must FIRST be confirmed with staff through our office at the time of your booking request.

Please make payment to the following account:
Artmakers 03 0318 0663488 00

PAYMENT DETAILS:		OFFICE USE ONLY	
(do not mail) CASH :	\$ _____	Received by: _____	
*DIRECT CREDIT :	\$ _____	Date: _____	
TOTAL :	\$ _____	Notes: _____	
OSCAR subsidy :	\$ _____		
(Application date) _____ / _____ / _____	amount applied for		
(Received) _____	\$ _____		
date _____ amount _____			
(Received) _____	\$ _____		
date _____ amount _____			
TOTAL :	\$ _____		

If you wish to pay by direct credit, please make payment to the following account: **03 0318 0663488 00**. PLEASE make PAYMENT reference using BOTH child(ren)'s & parent surname.