



## Supervised Play Area Form

Version: 14 August 2018

Please complete this form before your first visit to the Westland Recreation Centre Supervised Play Area to ensure we know everything that needs to be known about your child.

All sessions are ONE HOUR and bookings are essential. Children must be dropped off and picked up within 5 minutes of a booked session time. Please refer to the attached Policy for full conditions of use.

### CHILD DETAILS

Full name		
Name child is known as		
Date of birth		
Gender	Female / Male	
Is your child immunised?	Yes / No	If Yes, please bring a copy in on your first visit
Does your child have allergies?	Yes / No	If Yes, please bring a copy of your action plan to your first visit
Does your child have any special requirements, including illness or medication?	Yes / No	If Yes, please provide details:

### CAREGIVER DETAILS

Full name		
Relationship to child		
Mobile phone		
Home phone		
Email		
Alternative caregiver	Name	
	Mobile	
	Relationship	

### EMERGENCY CONTACT DETAILS

1. Full name	
Phone	
2. Full name	
Phone	

## CUSTODIAL STATEMENT

Please specify the person(s) that CAN pick up your child		
Please specify the people that CANNOT pick up your child		
Are there any custodial arrangements concerning your child?	Yes / No	If Yes, please provide details of any custodial arrangements or court order ( <i>a copy of any court order is required</i> ):
Do you give permission for your child to be photographed?	Yes / No	

I confirm I have read the Westland Recreation Centre Supervised Play Area Policy and agree to abide by the conditions of use. All details provided on this form are correct and current.

Signature		Date	
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**FOR OFFICE USE ONLY**

Entered

Processed by .....  
*Name and initials*

**PLEASE DETACH FROM BOOKING FORM AND RETAIN FOR FUTURE INFORMATION**

## Westland Recreation Centre Supervised Play Area Policy

The Westland Recreation Centre provides a Supervised Play Area to allow parents with young children to attend group fitness classes and use the centre facilities.

### Age of children

The Supervised Play Area is for children aged between three months and eight years old.

### Cost

The Supervised Play Area is a service offered to users of the Westland Recreation Centre.

Type of user	Cost
Active membership	The service is free and included as part of your membership.
Casual or concession admission	\$5.00 per child per hour and \$2.50 per hour per sibling

### Location

Westland Recreation Centre, 83 High Street, Greymouth

### Hours of operation

Monday, Tuesday, Wednesday and Thursday	9am to 11am
Friday	9am to 12noon

### Enrolment

You must complete an enrolment form before your first booking. We also need to take a copy of your child's immunisation record, although we do take children who have not been immunised. The information gathered about your child will be kept in the strictest confidence. Please let reception know if your contact details change so that we can keep our records current.

### Bookings

All sessions are for ONE HOUR and children must be dropped off and picked up within five (5) minutes of a booked session time. Bookings are essential and can be made by calling the Westland Recreation Centre reception on 03 768 9076.

### Cancellations

If you need to cancel your booking, at least one (1) hours' notice is expected.

### Sign in / sign out

Parents must sign their child in and out. Under no circumstances can you leave Westland Recreation Centre whilst your child is in the Supervised Play Area

The Westland Recreation Centre provides a Supervised Play Area to allow parents with small children attend the gym and group fitness classes.

### Child's needs

Please provide:

- A named bag
- Healthy snack and drink (no nuts please)
- Disposable nappies and wet wipes
- Infant bottle and/or cup
- A spare set of clothing

## Medication

Children who take medication on a regular basis must have a signed medication action plan which allows us to administer this medication, eg Ventolin inhalers. No medication should be left in children's bags.

## Wait-list

If there are no spaces available for the session you would like to book, you can go onto the wait-list. We will call as soon as a space becomes available and endeavour to give you as much notice as possible so that you can get in and workout.

## Child illness

We are committed to trying to eliminate child illness within Westland Recreation Centre. We ask if your child has any of the following symptoms you keep them at home until they have cleared:

- Vomiting and/or diarrhoea in the last 48 hours
- A high temperature
- An unidentified rash
- Inflamed throat or eyes
- Coughing / spluttering
- Green runny nose
- School sores / open wounds
- Hand, foot and mouth
- General un-wellness of your children

Please do not be offended if you are denied access to the centre or you are called back during your workout if your child becomes distressed. We are only preventing the spread of illness amongst the other children and staff.

## Allergies

Due to some children's allergies, we are a nut free zone. Please do not bring food items containing nuts to the Supervised Play Area.

## Settling children in

Please talk to staff regarding settling in requirements for your child. Each child will have their own settling needs and it is important that staff can plan with parents to meet these.

## Disposable changing and toileting

Please ensure that when you leave your child at the Supervised Play Area they are wearing a clean, dry disposable nappy. If you specifically wish your child to be changed during their time with us, please advise staff of this. Staff will make regular disposable checks, but unless your child is obviously wet or soiled and you have not advised your child's requirements, staff will not change your child's disposable. If you are changing your child at the Supervised Play Area, please use the change mat provided, not the floor. If your child is toilet training, please follow the above procedure and tell a staff member of your child's toileting needs. If you do forget your disposable nappy, they can be purchased at the Westland Recreation Centre reception.

## Evacuation procedure

If the evacuation alarm sounds, please do not attempt to return to your child. After you have evacuated we will meet you in the assembly area. In the event of an earthquake, staff will assist children to drop and cover and attempt to keep children calm, begin any first aid required and wait for help to arrive.