



St Albans' Primary & Intermediate School Holiday Programme



THE BUZZ



December 18 – 22 2017

At The Buzz we run a fun, action-packed programme for children in Year 1 to Year 9.

Monday Dec 18	Tuesday Dec 19	Wednesday Dec 20	Thursday Dec 21	Friday Dec 22
The miracle maker	Tinsel and Trumpets	Free Breakfast* Bouncy Castle Day Free Friend Day** Wrapping Paper and Wise Men	Turtle Doves and Thankfulness DVD day	Flocks and Frankincense

Time and Cost	
8.30am to 3pm	- \$27.00 per child, per day
or 8.30am to 4pm	- \$30.00 per child, per day
or 8.30 am to 5.30 pm	- \$35.00 per child, per day
<i>All options include morning tea, lunch and afternoon tea.</i>	

* Free breakfast of cereal and toast available from 8.30 am

** Friend must not have been to Buzz before

*** Children staying for the Family Dinner+ do not need to be picked up between Buzz and 6pm Dinner

+ It will depend on numbers attending to whether we run the dinner.

What to do on the day your child/ren attends the programme:

Please ensure you **sign in your child/ren** at the beginning of each session, and **sign them out** when you pick them up with correct time.

Please encourage your child/ren to stay within the allocated areas and not to wander off the premises. All possible measures are taken to ensure the safety of your child/ren.

Please ensure that we have your **correct contact details**. We use these in case of an emergency and it is important that we can get hold of you immediately if need be.

What does your child/ren need to bring?

Please ensure all belongings are named: All children **MUST** bring a suitable hat, and a water bottle is encouraged.

Change of booking or cancellations

There is a limit to the number of children we can book, so to assist our planning PLEASE let us know as soon as possible if you wish to change the days they have been booked for.

Booking cancellations need to be made 2 days in advance of programme start date via email or phone **Failure to cancel booking will now incur a \$15 charge for the day**. If due to unexpected reasons (e.g. sickness) please let us know on the day; call the Church Office (357-9411) and leave a message. In an emergency call the numbers below.

Payment

Payment can be made at time of enrolment confirmation, **prior to the start** of the holiday programme or on the first day of attendance.

Options for payment are:

By internet banking: St Albans Children's Ministry - 03 1522 0413499 00.

Please ensure you put your child/ren's full name in the reference, and the code as the particular buzz, i.e. 'BuzzDec17', so that we can easily identify payment.

By cheque: Cheques are to be made out to: **St Albans Childrens' Ministries (The Buzz)**. You may pay on the day or post your cheque to: **St Albans Church, The Buzz, 339 Albert Street, Palmerston North, 4410**. If posting your cheque please put child/ren's name on back of cheque.

By cash: on the first day your child attends the programme. Please do not send cash in the mail. Tax receipts will be issued with receipt of payment if requested.

OSCAR approved programme and WINZ forms

We are an OSCAR approved programme and you may be eligible for a WINZ subsidy check out: <http://www.workingforfamilies.govt.nz>.

If you are eligible, WINZ forms need to be brought in to be signed, picked up and handed into WINZ before holidays start.

This will increase your chance of receiving the WINZ subsidy. Please allow at least a two day turnaround for the forms to be filled in.

Late Pick up Charge

It is important that your children be picked up **no later than 15minutes after the 3 pm or 4 pm session booked**. Failure to do so will incur the extra fee of \$3.00 or \$4.00 respectively. **A late fee will apply for any child being picked up after 5.30 pm**. For every 15 minutes late this will be \$15.00. e.g. From 5.31 to 5.45 the late fee is \$15; from 5.46 to 6 pm the late fee is \$30.00.

We will supply lunch, morning and afternoon tea for your children. Unfortunately, we are unable to cater for specialty foods.

Send The Buzz around - If you know of someone who may like to send their children to The Buzz, please feel free to **forward this information sheet on to them**.

The Buzz is on Facebook. Please 'like us' and check out details about the holiday programme, what to bring, and pictures and details uploaded during the week. www.facebook.com/thebuzzholidayclub.



Contact For:

Administration, Registrations & Info

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Senior Programme Supervisor

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Junior Programme Supervisor

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