

## Hi BUZZ families,

The school holidays are drawing near and we are getting geared-up for the next exciting holiday programme!

**When:** Monday, 16<sup>th</sup> to Friday, 20<sup>th</sup> January 2012  
**Where:** St Albans Church, 339 Albert Street, Palmerston North  
**Time:** 9:00am till 3:00pm **OR** 9:00am till 4:00pm (you can drop your kids off from 8:45am)  
**Cost:** \$22 ( 9am-3pm session)  
\$25.50 (9am – 4pm session)  
Fees are per child per day (subsidy through WINZ may apply – see note below)

### **WINZ Subsidy**

The Buzz Holiday Programme is an OSCAR (*Out of School Care and Recreation*) approved programme and fees may be subsidized through WINZ. If you want to find out more you can visit their website <http://www.workingforfamilies.govt.nz> or contact us for further details.

### **The Programme – “Saul to Paul”**

Most days your child will do some or all of the following:

- Sing songs/dances. Most of the songs the children learn have actions/dances associated with them.
- Play team games. Our games are either played in the children’s colour group or age appropriate groups.
- Make a craft. We encourage the children to create a craft that is linked to the subject of the day.
- Do an activity. Reinforcing a specific part of the theme with a related game or task.
- Listen to a story. Most days there will be a story that will reinforce the theme of the day.

### **What to Bring (please ensure that all items are clearly named)**

- Drink bottle
- Sunhat
- If allergic to sunscreens – please provide one suitable for your child’s skin type
- Suitable clothing for playing a wide variety of games
- A towel and change of clothes in case we get wet during outside water games
- Plenty of energy!

### **How to register**

- ***If you have registered for previous programmes*** and your contact details have not changed, then email us on [thebuzz@stalbans.org.nz](mailto:thebuzz@stalbans.org.nz) and let us have your child/ren’s name/s and the days you want them to attend.
- ***If your contact or any other details have changed***, please complete a new registration form as below.
- ***If you have not registered previously***, please complete the attached registration form and return by email as a PDF or JPEG file (as we are required to view your signature) to [thebuzz@stalbans.org.nz](mailto:thebuzz@stalbans.org.nz) , fax on (06)3579412 or by post to St Albans, The Buzz, 339 Albert Street, Palmerston North, 4410. Also, let us know what days you want your children to attend.

There is a limit to the number of children we can register so please get those enrolments in by **Wednesday, 11<sup>th</sup> January 2012**. Please get your enrolments in as early as possible to avoid disappointment.

When maximum numbers have been reached we will create a waiting list as sometimes children do not attend due to sickness or change of plans. PLEASE let us know as soon as possible if your child/ren cannot attend the day they have been enrolled for. You can call the Church Office (357-9411) and leave a message, or in the case of an emergency you can call Michelle (Junior Supervisor) on 0274880372 or Russell (Senior Supervisor) on 0274880371.

Over the past programmes we have had a number of people cancel without letting us know in advance. Please let us know at least a week before if your plans change so that we can cater accordingly. We understand that sometimes the unexpected happens (e.g. sickness) and we will take this into consideration.

### **Payment**

Payment can be made at time of enrolment confirmation prior to the start of the programme or on the first day of attendance. Options for payment are:

- **By internet banking:** if you wish to use this payment option, bank details are:  
St Albans Children's Ministry - 03 1522 0413499 00. Please ensure you put your child/ren's full name in the reference, so that we can easily identify payment.
- **By cheque:** Cheques are to be made out to: St Albans Church (The Buzz). You may pay on the day or post your cheque to:  
St Albans Church  
The Buzz  
339 Albert Street  
Palmerston North, 4410
- **By cash:** on the first day your child attends the programme. Please do not send cash in the mail.
- **WINZ payments:** if there is a balance owing after WINZ subsidies, an invoice will be sent to you.

Tax receipts will be issued with receipt of payment.

### **What to do on the day your children attend the programme**

- Please ensure you sign your children in at the beginning of each session, and sign them out when you pick them up. A roll call will be taken half way through the programme to ensure everyone is there.
- If you are in doubt that we have your correct contact details, please check with us. We use these in case of an emergency and it is important that we can get hold of you immediately if need be.
- Please encourage your children to stay within the allocated areas and not to wander off the premises. All possible measures are taken to ensure the safety of your children.

### **General**

- It is important that your children be picked up **no later than 3:15pm if attending the 9am – 3pm** session. Failure to do so will incur the extra fee of \$3.50.
- We will provide sunscreen in the summer, however if your child is allergic to particular sunscreens, please provide one suitable for their skin type.
- We will supply lunch, morning and afternoon tea for your children. Please let us know of any special dietary requirements so that we can cater for your children's specific needs.
- If you know of someone who you think may want to send their children just forward this e-mail to them.
- If you wish to be taken off our mailing list at any stage, please let us know by emailing us at [thebuzz@stalbans.org.nz](mailto:thebuzz@stalbans.org.nz) and copy and paste the following into the subject line: **The Buzz Mail**

### **Removal**

We look forward to seeing your children at our fun and exciting programme!

<b>Contact For</b>	<b>Name</b>	<b>Contact Details</b>
Administration, Registrations & Queries	Alessia James	(06) 357-9411 <a href="mailto:thebuzz@stalbans.org.nz">thebuzz@stalbans.org.nz</a>
Senior Programme Supervisor	Russell Seagar	027 488 0371
Junior Programme Supervisor	Michelle Seagar	027 488 0372
Church Office		(06) 357-9411

We wish to thank:

- The church and community families who provide delicious baking for morning & afternoon teas
- All those who volunteer their time in the kitchen, and “on the ground” – we greatly appreciate your time and efforts!