

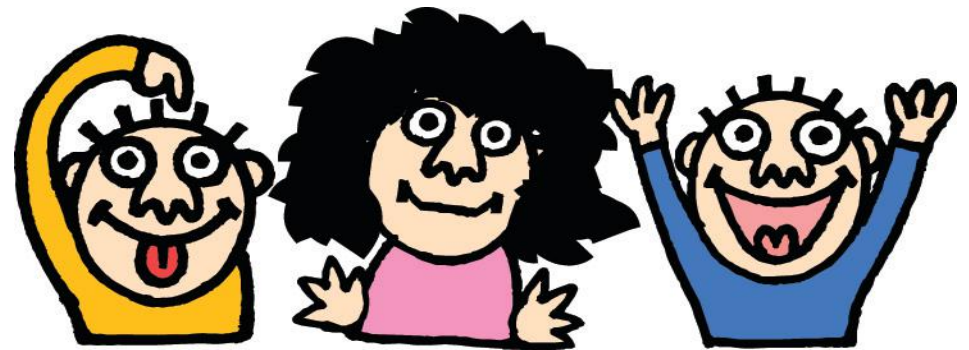
KIDZ KLUB AFTER 3

WHERE KIDS HAVE FUN!!

UPPER MOUTERE AFTER SCHOOL
PROGRAMME

PARENT INFORMATION BROCHURE

2017



*Kidz Klub After 3 Ltd
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Providing quality after school care for children aged
5yrs – 13 yrs

Welcome to Kidz Klub After 3 Upper Moutere after school programme. Please read the following information to ensure you are aware of our policies and procedures.

ENROLMENT

Your child's enrolment in the programme is finalised on the completion of an enrolment form and confirmation on the availability of a space. It is your responsibility to ensure you inform staff of any changes to your child's enrolment details. **It is crucial that we have up to date information!!!**

Casual enrolment spaces may be available but bookings must be made at least 24 hours prior to the day required and only accepted if there are staff available to meet the required staff to child ratio numbers. Regular bookings will take priority over casual bookings in all cases.

ABSENCES

If your child is going to be absent from the programme the programme manager must be notified before 9am on the day of absence. You can phone or leave a message on 027 358 7233. Unless we have been notified we will expect your child to be at the Upper Moutere School Hall by 3.00pm of their booked day. You will be contacted immediately to verify the location of your child if they have attended school that day but have not presented themselves at the school hall by 3.10pm. The programme is not responsible for your child until they present themselves to the school hall.

COLLECTING YOUR CHILD

Your child **MUST** be signed out each day on the daily roll when collected from the programme including what time they have been collected.

If children are to leave the programme accompanied (eg bike or walk home), parents must state this in written form and staff will sign out the child.

We require prior notification from you if someone other than yourself or someone not included on the enrolment form is going to collect your child. If a person arrives to collect your child whose name is not on the enrolment form then we are obliged (for your child's safety) to keep your child in our care until you have been contacted.

The programme closes at 5.30pm and parents may be charged a late pick up fee of \$10 per 10 minutes if your child is collected after 5.30pm.

CONTACTING THE PROGRAMME

If you wish to contact the programme staff during programme operation time you can call them on the programme cellphone. **If you wish to make changes to your booking or notify us regarding an absence please call or text (027) 358 7233.**

SICK CHILDREN

If your child is unwell we request they do not attend the programme. If your child becomes unwell whilst at the programme we will contact you and ask you to collect your child.

ACTIVITIES

Each day will have a structured activity offered as part of the programme. We endeavour to offer children a variety of fun and stimulating activities, taking into account the ages and ability levels of the children involved. As well as planned activities there will be a variety of free play activities on offer.

SUNHATS

You must supply your child with a sunhat to wear at the programme during peak summer months

POLICIES AND PROCEDURES

The programme operates under a comprehensive set of policies and procedures to ensure the safety of staff and children at all times. If you wish to view the Operations Manual please see the programmes supervisor.

MEALS

We will provide a healthy afternoon tea for your child. Please ensure you inform staff if your child has any special eating requirements and we will endeavour to ensure these are adhered to where possible. You may be required to provide food if you are unhappy with the food we provide.

BEHAVIOUR MANGAMENT

We practice positive behaviour management techniques. Every effort is made to assist your child to settle into the routines of the programme. We wish to ensure that a child's experience whilst at the programme is positive and that they feel safe, secure and respected. However if a child's behaviour is consistently harmful to staff, or other children on the programme, we reserve the right to exclude the disruptive child from the programme. However all steps will be taken to work with the child and parents towards positive behaviour strategies before any exclusions are deemed necessary.

FEES

The fees structure for **permanent bookings** is as follows:

3.00pm – 4.00pm	\$7.00
3.00pm – 4.30pm	\$10.00
3.00pm – 5.00pm	\$12.00
3.00pm – 5.30pm	\$15.00

The fees structure for **casual bookings booked less than 24 hrs in advance** is as follows:

3.00pm – 4.00pm	\$9.00
3.00pm – 4.30pm	\$12.00
3.00pm – 5.00pm	\$14.00
3.00pm – 5.30pm	\$17.00

Fees will be charged **UP** to the nearest half hour.

If your child is booked in and we have not been notified of your child's absence before 9am of the day booked you will be charged the full daily fee. Notified absences (absences notified prior to 9am will be charged at \$5 (or the equivalent of your WINZ Subsidy) unless otherwise notified.

Invoices will be issued monthly and payment is required on receipt of invoice. Payment can be made either by cash, cheque or direct debit. Fees may be tax deductible.

You may be eligible for a WINZ OSCAR Subsidy. For more information contact WINZ on 0800 559 009 or check out their website: workandincome.govt.nz and type in OSCAR Subsidies in the search bar

EMERGENCIES

Staff are trained in first aid. In the case of a serious accident involving your child staff will contact you and if necessary take your child to the nearest medical facility. In a civil emergency the staff will remain at the programme until all children are collected.

CHILD SAFETY/PROTECTION

Our organisation is committed to keeping children safe. We will share information with appropriate agencies if we have concerns about the safety and wellbeing of children. We have a detailed child protection policy which includes the reporting of any suspected abuse to the Department of Child Youth and Family or the police. For further info please refer to our Child Protection Policy which is part of our Operations Manual.

COMPLAINTS

We have a complaints policy and procedure. If you have any problems please feel free to talk to the programme supervisor or fill in a complaints form. We endeavour to rectify any issues and work together with you to come up with a suitable solution. In the case of a serious concern you may also contact Child Youth and Family on 0508 FAMILY (0508 326 459).