



CARE FOR KIDS

OSCAR Approved Before and After School Care Programme
based at David Street School Hall

Contact - Pia Doughty 0273 691 263 or email - careforkids@davidst.school.nz

Care for Kids provides safe, organised, fun and above all, a quality programme. Care for Kids is designed to ensure that children and families experience an environment where they are safe, secure and respected. Care for Kids caters for the children's different ages, gender and cultural backgrounds while attempting to encompass individual needs and interests. The safety and well being of the children is the paramount consideration for the duration of the programme.

Programme Hours

The David Street School - Care for Kids Before School Care programme will operate from 7.15am to 8.30am and Care for Kids After School Care programme will operate from 3:00 pm to 5:30 pm every school day. The programme will not operate on public holidays.

Enrolment

All families must complete an enrolment form and sign a parent contract before the child can participate in the programme.

Programme Content

The programme will cover a wide range of activities that meets children's needs in the areas of:

- Planned art and craft activities
- Time on playground structures (weather permitting)
- Child directed use of art and craft materials
- Organised sport or active group game
- Organised group quiet game or activity
- Free use of games and equipment
- Free outdoor play time
- Swimming in the school pool
- Homework time
- Movie time
- Library time
- A homework table is set up every day and children whose parents request this, they will be asked to sit down and do homework after a snack. Many children voluntarily use this time as a chance to do their homework with their peers and a staff member.

Daily routine - Before School Care

- 7.15 am Children arrive from 7.15am onwards and are signed in by their parents/caregivers.
7.30 am Breakfast consisting of cereal or toast is provided - Supervised free use of games and equipment
8.15 am Tidy up time and children either sent off to the classroom or delivered to classroom by staff by 8.30am

Daily routine - After School Care

- 3.00 pm Children arrive and settle in for roll call, a sandwich and a drink of water
3.30 pm Activity time and Homework (for those parents that have requested this)
4.30 pm Tidy up time and a snack. Snacks depend on the season, for example cut up fruit, crackers, popcorn, ice blocks etc. Occasionally the children may be treated with biscuits and snack food. After snack time children have access to less messy activities until pick up time.

Parents are expected to brief staff fully regarding any food allergies or nutritional requirements that their children have at the time of enrolment.

Fees

All children will be charged for the booked time on their enrolment form. One week's notice on changes to booked date. All accounts must be paid weekly. Failure to pay account within 14 days incur \$10 weekly non payment fee. One week's notice is required for removal of child/children.

Per morning - Before School Care from 7.30am	\$ 7.50
Per morning - Before School Care from 7.15am	\$10.00
Hourly Rate - After School Care	\$ 7.50
Casual Hourly Rate - After School Care	\$ 8.50 (less than 1 weeks notice given)
Weekly Full time Rate - After School Care	\$80.00

Parents may be charged a late pickup fee of \$10.00 per child between 5:30pm - 5.45pm and an additional late fee of \$15 per child between 5:46pm and 6.00pm.

**All the above prices include GST
All invoices will be sent out by email**

Absentee Charges

A full fee is charged for absent/sick children - Please notify Care for Kids Manager

Behaviour Management

In order to provide a safe and enjoyable environment for children, staff members will use a clear and consistent approach to guide children's behaviour. Children are expected to follow and display David Street School Values.

Policies and Procedures

A copy of our Policies and Procedures is kept on site at all times please ask staff if you wish to see a copy. An evacuation and complaints procedure are also displayed at all times on the programme notice board. If you have any queries please see the Manager who will be more than happy to see to your concerns.

Health and Well being

In order to have a fun and stimulating programme, it is important to safeguard the health and wellbeing of children, staff and others in the programme.

All staff will respond appropriately when illness or medical issues arise at the programme.

General

- Children who are unwell may not attend the programme.
- Information about children's medical conditions/allergies is collected on enrolment and parents/caregivers are expected to keep Care for Kids updated with any changes to this.
- If a child becomes ill during their time at Care for Kids they will be made comfortable as possible. Parents will be notified and expected to collect the child as soon as possible. If a child is injured a staff member (usually the Manager) will make a decision on the best course of action.

Spaces available - Please contact Pia Doughty on 0273 691 263 to make a booking

Extra days and casual days If the roll allows, children are able to attend on additional days or a casual basis. Parents will need to organise extra days in advance, by phoning the Manager 0273 691 263 to ensure child ratios are maintained.



- Loaded in Kidtracker
- Loaded in Linc-Ed
- Copy given to CFK Manager
- Copy given to family

Enrolment Form

Child/rens details

Child's Name (s):

1. _____ M / F Room _____ Date of Birth: / /
2. _____ M / F Room _____ Date of Birth: / /
3. _____ M / F Room _____ Date of Birth: / /
4. _____ M / F Room _____ Date of Birth: / /

Enrolment Details - Please tick your requirements

- Before School Care
- After School Care
- Both (Before and After)

- Full time enrolment Mon to Fri
- Part time enrolment *Circle days required* Mon Tue Wed Thurs Fri
- Casual enrolment Days to be notified

Time of attendance

Please write times

Start Date: _____

- Mon: _____
- Tue: _____
- Wed: _____
- Thu: _____
- Fri: _____

People authorised to pick up your child/ren

- Name _____ Name _____
- Name _____ Name _____
- Name _____ Name _____

Are there any special circumstances which we should be aware of in relation to your child, e.g is there anybody you **DO NOT** wish to collect your child from after school care?

Do you have a Court Order in reference to this person? Y / N

If so, please include copy of the Court Order with your Enrolment Form and any other information we may need.

Email address : (for invoices and communications to be sent too)	
--	--

PARENT/CAREGIVER DETAILS

Caregiver 1:		Relationship to child:
Home Telephone:	Work Telephone:	Mobile:
Address:		
Caregiver 2:		Relationship to child:
Home Telephone:	Work Telephone:	Mobile:
Address:		
Emergency Contact 1:		Relationship to child:
Home Telephone:	Work Telephone:	Mobile:
Address:		
Emergency Contact 2:		Relationship to child:
Home Telephone:	Work Telephone:	Mobile:
Address:		

HEALTH / MEDICAL

Fully immunised: YES / NO	Doctor/Medical Centre:
Allergies:	
Medication:	
<i>Please note that the Medication Notification/Consent form will also be required for you to fill out further details and sign</i>	
Medical Conditions:	
If my child, in the professional judgement of Care for Kids Manager or staff member, requires medical attention, I authorise the Co-ordinator or staff to take whatever steps are required to ensure the well-being and safety of my child. YES / NO	
Signature:	

Is there anything else we should know in order to take good care of your child?

Conditions of Enrolment

- I understand that by making a permanent enrolment/booking I will be charged for that time regardless of whether or not my child attends that day.
- I agree to paying fees no later than 7 days of receiving the invoice/statement.
- I understand that the above named child(s) may be suspended if there is any default in payment.
- I understand that cost recovery of any defaulted payment will be charged to the debtor.
- I understand that a Casual Bookings will depend on the number of spaces available on the day. 24 hrs notice is required in order to check availability of space. Bookings are charged for the whole time that the child is enrolled for and are not reduced due to early collection from the programme e.g. If the child is booked in from 3:00pm to 4:30pm but is collected at 3:30pm you will still be charged until 4:30pm.
- I understand will be charged for that time regardless of whether or not my child attends that day unless 24 hrs notice is given to cancel my casual booking.
- I understand that in regards to the Privacy Act 1993: The information that I have supplied is necessary for the safe and effective operation of the programme. All personal information requested will be destroyed at the completion of my child(ren) time in the programme. No information is shared except if it is required by legislation, e.g. Ministry of Social Development Approval assessors. You are welcome to review information pertaining to your child's enrolment at any time.
- Bookings are charged for the whole time that the child/ren is enrolled for and are not reduced due to early collection from the programme, eg: If the child is booked in from 3:00pm to 4:30pm but is collected at 3:30pm you will still be charged to 4:30pm.
- Bookings are charged for the whole time that the child is enrolled for and are not reduced due to late arrival to the Before School Care Programme. e.g. If the child is booked in from 7.30am to 8:30am but is dropped off at 8am you will still be charged daily rate of \$7.50 for this booking
- All children will be charged for the booked times that have been arranged, unless we have been given one week's notice of changes to booked date/s. All accounts must be paid weekly. Failure to pay account within 14 days incur \$10 weekly non payment fee. One week's notice is required for removal of child/children.
- Late Pickup Fee - Parents may be charged a late pickup fee \$10.00 per child between 5:30pm - 5.45pm and an additional late fee of \$15 per child between 5:46pm and 6.00pm.
- Invoices will be sent out weekly via e-mail.
- Unless previous arrangements have been made, payments that are two weeks outstanding will see your child withdrawn from this programme.
- Payments can be made directly in the school account via internet banking.
Details listed below:
Account Name: David Street School School Bank: ASB
Account Number: 12-3437-0000066-00
- If paying by direct credit, please use the following reference: CFK (Care for Kids) and your child's last name (as this is your account name)

E.g Particulars: CFK Code: SMITH Ref: WILLIAM

Every effort will be made by the Care for Kids staff to provide a happy and safe environment for your children. However, they are in the programme because you desire them to be and thus we look to you for support in any disciplinary matters that may arise. Please note - the same set of rules for behaviour as set by David Street School will apply. Despite offering high standards of supervision the Care for Kids programme, staff do not accept responsibility for breaches of behavioural expectations such as a child leaving the school grounds.

The applicant accepts that any behaviour deemed by the Supervisor to be unreasonable or unsafe may be considered reason for suspension from the Care for Kids Programme

Declaration -I understand that the Care for Kids After School Care staff will exercise due care but will not be liable for any injury, damage or loss which my child(ren) may sustain to person or property.

In the event of sickness or accident I authorise qualified medical attention be secured at my expense.

I give permission for the programme staff to administer first aid.

Signature (Parent/Caregiver): Date: