



FREEMANS BAY BEFORE & AFTER SCHOOL CARE PROGRAMMES

**Freemans Bay School - 95 Wellington St - Freemans Bay
freemansbay@yahoo.co.nz**

Freemans Bay Before and After School Care Programmes provide safe, fun, supervised programmes which cater for the needs of primary school children.

Our programmes provide constructive opportunities for children to use their leisure time creatively in a caring and positive environment.

The programmes will be structured to provide opportunities for children to play and enjoy themselves, to be treated fairly with dignity, respect, attention and support from staff. A positive, child-focused and culturally-responsive environment.

The programmes are MSD (Ministry of Social Development) approved which means that parents can access the childcare subsidy.

Before School Care Programme from 7:00 am – 8:45 am

After School Care Programme from 3:00 pm – 6:00 pm

We provide breakfast at Before School and afternoon tea at After School.

The following activities are offered on a daily basis:

- Free outdoor play.
- Assistance with homework.
- A planned arts and crafts project.
- Free use of art and craft material.
- Free use of games, toys and equipment.

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FEE STRUCTURE

FEEES NEED TO BE PAID IN ADVANCE
AT LEAST 1 (ONE) DAY BEFORE THE ATTENDANCE

BEFORE SCHOOL CARE	\$15 per day
AFTER SCHOOL CARE	\$25 per day

\$1 IN ADDITION TO PAYMENTS MADE ON THE DAY OF ATTENDANCE
BEFORE SCHOOL CARE \$16 AFTER SCHOOL CARE \$26
LAST MINUTE NEW ENROLMENT BOOKINGS ON THE DAY \$30

DISCOUNT FEES
DISCOUNT FEES NEED TO BE PAID IN ADVANCE
2 (TWO) WEEKS BEFORE ATTENDANCE

BEFORE SCHOOL CARE	\$13 per day
AFTER SCHOOL CARE	\$23 per day

LATE PICK UP FEES

After 6.00pm a charge of \$1 per minute will be made for every minute that the child/children remains at the programme.

Payments can be made:

Deposit or direct credit into our bank account.

Freemans Bay After School Care 06-0199-0163236-00.

Or in person at Before & After School Care Programmes.

Please note there is **NO EFTPOS** or credit card available.

If you would like to enrol your child/children or have any enquiries please come to the School to discuss the programme or call/text 0210511976.

freemansbay@yahoo.co.nz

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ENROLMENT FORM

Child/Children's details

Name: _____ Age: _____ D.O.B.: _____

Name: _____ Age: _____ D.O.B.: _____

Name: _____ Age: _____ D.O.B.: _____

Home address:

Mother's name:

Father's name:

Mother's work phone No:

Mobile No:

Home phone No:

Father's work phone No:

Mobile No:

Home phone No:

Mother's Email address:

Father's Email address:

Please tick days you wish your child/children to attend

Start Date:	Monday	Tuesday	Wednesday	Thursday	Friday
Before School					
After School					
Permanent			Casual		

Are you applying for the WINZ childcare subsidy?

Yes / No

Emergency contacts (in the case that we are not able to contact the mother or the father)

Name:	Relationship:	Phone No.:
Name:	Relationship:	Phone No.:

Other people authorised to pick up your child/children

Name:	Relationship:
Name:	Relationship:
Name:	Relationship:

Custodial Information

Are there any custodial arrangements concerning your child/children? Yes / No
If a Custody Order or Protection Order is in place, a copy must be filed with the Programme.
In the case of a Protection Order, the person with custody must provide special access conditions, description / photograph of the person.

ADDITIONAL INFORMATION

This information is used to help us understand your child/children needs.

Does your child/children has/have any particular health and/or medical conditions? What is the treatment required or is the child/children self-medicating (e.g. asthma, allergies, etc)? Is there any food your child/children is/are not allowed to eat?

What country does/do your child/children/family come from? What languages can your child/children/family speak?

Ethnic: Religion:

What special ceremonies does your family celebrate?

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

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Parent Contract and Information

Enrolment - Enrolment is finalised upon completion of an enrolment form and the signing of this sheet. Please inform the manager of any relevant changes to your enrolment details. It is crucial we have up-to-date information.

Absences - Once your child's name is on the roll, we expect him/her to be at the Programme unless we have been notified by the parent/caregiver. Making a quick phone call or text to 0210511976 before the programme starts. If we have not been notified and your child does not arrive we do EVERYTHING we can to locate her/him. Your child's safety is paramount to us! Full fees are required if your child/children is/are absent.

Booking changes and cancellations - Changes and cancellations can impact our staffing rosters, available resources and costs. Therefore, to swap a booked day for another or to cancel a booking and not be charged, or to receive a credit, notice must be received at least 24hrs before the start of the booked session. Note, if the session is booked for a Monday, notice must be received before the weekend. If the correct notice is not received, you will be charged for the original booking.

Collecting your child - If a person arrives to collect your child/children whose name is not on your enrolment form, then we are obliged (for your child/children's safety) to keep your child in our care until you have been located for consent. Please remember that the programme closes at 6:00 pm. Parents will be charged a late pick up fee of \$1 per minute.

Signing your child in and out - Each day when you deliver your child/children (before school), you **must** sign your child/children in and when you collect your child/children (after school), you **must** sign your child/children out in the daily roll book. The supervisor will show you where this is. We need to know that your child/children has arrived and gone home safely.

Fees - To operate efficiently we require that fees be paid in advance. There will be no fee refunds, but amounts may be credited towards the next programme fee at the discretion of the manager. Parents expecting Work & Income fee subsidy payments must pay 100% of the fee until payments are received from WINZ. Any credit balance at this point will be notified to the parent. We also reserve the right to refuse to admit any child in the event of non-payment of fees. Non-payment of fees will lead to exclusion of children concerned and debt collection services will be notified. Fees payments are preferred by deposit or direct credit. Bank account: 06-0199-0163236-00 Occasional payments may be made to the manager at the programme site by cash. NO EFTPOS available. Receipts will be issued at time of payment.

Unwell children - We do not have the facilities to care for them. If a child becomes ill during programme hours, parents will be called and asked to collect them. If your child requires any medication during the programmes please fill out an administration of medicines form these are available from the supervisor.

Complaints - The Programme has a Complaints Procedure. If you have any concerns please approach the supervisor in the first instance. We welcome all feedback from parents.

LIABILITY - Freemans Bay Before & After School Care Programmes are committed to provide a safe and caring environment for all children who attend, however there is always an element of risk involved with some activities. By enrolling in the Freemans Bay Before & After School Care Programmes you are assuming those risks and staff will not be held responsible for personal injury, loss or damage to belongings.

Privacy Act 1993: The information that you have supplied is necessary for the safe and effective operation of the programmes. All personal information requested will be destroyed at the completion of your child/children's time in the programmes. No information is shared except if it is required by legislation, e.g. Health and Safety Act or Ministry of Social Development Approval assessors. You are welcome to review information pertaining to your child/children's enrolment at any time.

If you have any questions about the programmes or wish to see a copy of the programmes policy and procedures prior to signing, please do not to hesitate to ask a member of staff.

I agree and acknowledge:

I have read and understand the above information.

The supervisor has my permission to medicate and to obtain medical assistance if required and arrange any necessary urgent medical treatment at my cost.

Name: _____

Signature: _____ Date: _____

Complaints Procedure

In general, if parents have any complaints about the programme or staff members, they should:

1. Approach the programme supervisor who will attempt to resolve the matter. (The manager may be approached initially if preferred.)
2. If the parent is still unsatisfied they should contact the owner.
3. Further concerns/complaints must be made in writing and must contain details of the grievance and desired outcomes (Complaints Form available at the venue). The manager will respond to the complaint within 14 days. Where possible, a mutually agreeable outcome will be sought.

If there are any meetings, all parties are entitled to have an independent advocate support person present. While the matter is being resolved, all effected parties will be kept safe, treated fairly, with proper consideration for their privacy and any special needs.

If a parent wishes to take the matter further they can raise it with Ministry of Social Development, MSD Accreditation (0800 559 009), who are responsible for granting the programme accreditation as an OSCAR provider.

The supervisor will keep the manager informed of any verbal complaints received. The manager will maintain a register of complaints – both verbal and written. We will only discuss the matter with the appropriate people and in private.