[2017 - July HP.jpg](2017%20-%20July%20HP.jpg)**KASC Holiday Programme 2017**[**2017 - July HP.jpg**](2017%20-%20July%20HP.jpg)**2017**

**Booking and Information Form**

Welcome to the holiday programme run by Kilbirnie After School Care (KASC).

**HOURS**

The holiday programme runs from 8.30 am to 5.30 pm.

The group will leave at 9.30am for most day trips and will usually be back by 2.30/3pm.

**ENROLMENT**

To enroll, please complete the enrolment form (downloadable on our website) and indicate the days requested either on the booking form of by email. **Enrolments will only be confirmed once the form and payment have been received.**

**FEES**

**$35 per day per child or $40 per outing (trip) day or cooking day**.

A late fee of $15 until 5.45pm and thereafter $5 per 5 minutes per child will be charged if the child(ren) is/are picked up after 5.30pm (in addition to normal daily fee).

Fees are NON refundable *(unless KASC has to cancel the programme)* and are due at the time of enrolment. Fees should be paid into the KASC bank account using **HP** as the code and **CHILD’S LAST NAME** as reference. Fees can also be paid by cheque or cash to the Manager or the Supervisor.

If you are eligible for WINZ subsidies, applications must be submitted to WINZ before the programme starts.

**ABSENCE**

KASC must be informed by 9.15am if child(ren) will be absent from the programme.

**ADMINISTRATION**

Please make sure you sign your child(ren) in and out each day. This is a requirement for Ministry of Social Development funding.

**PROGRAMME**

There will be a guided activity in the morning as well as in the afternoon. Children will be given lots of free play time too and be offered group games.

The programme may vary depending on the weather. An alternative outing or indoor programme to most day trips will be organised in case of rain. The art and craft options programmed may vary depending on the number of children.

Trip days: the group will often leave by 9.30am – we are not able to wait for any child so please also ensure that you check the intended time of departure. We will usually be back by 2.30pm, so if you intend to pick your child up before 3pm please check with the supervisor at what time the group will be back at school. The group will travel either on public buses or by charter bus.

**CLOTHING**

Weather can be unpredictable so please make sure that your child has a warm jacket, especially for trip days. And as this is Wellington, a rain jacket can be a good option as well!

**FOOD**

Children spending the whole day running around and being busy tend to get hungry. Please provide plenty of food for the day (morning tea, lunch and afternoon tea) and a drink bottle.

**KASC DETAILS**

|  |  |
| --- | --- |
| KASC cell phone: | 027 230 4798 |
| KASC Web Site: | http://kilbirnieasc.weebly.com/ |
| KASC email  | kasc10@gmail.com |
| KASC bank account: | ANZ Bank, Kilbirnie. Account no: 11-7239-0166215-011 |

**HOLIDAY PROGRAMME BOOKING**

**Children’s details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name(s)** | **Age** |  | **Name(s)** | **Age** |
|  |  |  | 3. |  |  |
|  |  |  | 4. |  |  |

**Enrolment Details** (Please tick the days you require)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MONTH:**  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Cost** |
| **Week 1**  |  |  |  |  |  |  |
| **Week 2** |  |  |  |  |  |  |
| **TOTAL** |  |

Reminder: $35 per day per child or $40 per outing or cooking day

**Philosophy**

KASCG is an Incorporated Society that provides quality non-profit-making childcare for children who attend Kilbirnie School, where the needs and rights of children, parents/whanau and childcare workers are recognised and supported, ensuring that care encompasses and reflects the different cultural values of the families which use it. All users and workers of KASCG are automatic members. Management of KASCG is delegated to a Management Committee comprising of volunteer parents.

KASCG aims to provide a positive environment for safe and enjoyable OSCAR programmes that cater for a diversity of cultures, ages and interests, with a semi-structured range of child-focused activities.

The safety of the children (and staff) is the paramount consideration whilst attending KASC. KASC will ensure that there is an adequate and appropriate space for active and quiet indoor and outdoor recreation. Health and safety is everyone’s responsibility.

To achieve these aims parents need to understand, and support existing policies and procedures, and to be involved in the development of new policies and procedures. There is a copy of the KASCG Policy and Procedures Manual available in the KASC premises at all times, available for parents to read. Below is a brief summary of some of the key policies we operate under.

##### Policies

***Enrolment****:* All children must be enrolled with KASC before they can attend. All information in the enrolment form must be provided before enrolment is complete. Parents must inform the Admin Manager of any changes to their enrolment information.

***Fees***: The current fee structure is attached and is reviewed prior to each holiday programme. The preferred methods of payment are by internet or phone banking, or by direct credit into KASC’s bank account (see account details on page 1). Fees may also be paid directly to the KASC Manager.

Fees are non-refundable. *(KASC reserves the right to cancel or change activities should there not be sufficient numbers to run the programme – fees will be refunded)* Fees for the Holiday Programme are payable in advance at the time of enrolment, and will not be refunded in the event that a child does not attend. Any debt collection costs incurred recovering overdue fees are the responsibility of the parent/caregiver concerned.

Parents who are eligible may apply to Work and Income (WINZ) for an OSCAR subsidy to assist them in paying their KASC fees. In the event that a child who receives the WINZ subsidy is absent, and WINZ do not require KASC to refund that session’s subsidy, then KASC will put that money towards administration of the WINZ subsidy. Parents who apply for a WINZ subsidy must pay full fees until the WINZ subsidy application is approved and payments commence. It is the parents’ responsibility to negotiate any back-payment of subsidy by WINZ.

***Bookings and attendance***: All children attending the Holiday Programme must be enrolled and booked in before the advertised deadline for each programme. Parents may make bookings by recording the days on the Holiday Programme enrolment form. When children arrive at KASC without having been booked in this way, the supervisor will determine whether it is appropriate to allow the child to remain at KASC. If it is not possible to accept the child for the day’s programme, the parent will be contacted with the expectation that they be picked up within 30 minutes.

KASC must be notified if a child is going to be absent, either in person or by the KASC cell phone. Messages on the KASC cell phone will be checked before 08:30am each day and frequently thereafter when the Holiday Programme is operating. Fees for the Holiday programme will not be refunded for children who are booked but do not attend.

Attendance records (roll) will be kept for each day of programme operation. Parents must enter the time their child/children is/are collected and sign their child/children out on the Attendance Roll before leaving the premises. Staff will only release a child or children to a person who is identified as an authorised person on the enrolment form.

***Supervision****:* Children are supervised at all times by adult caregivers on a ratio of no less than one adult to every ten children. When using the Kilbirnie School Pool for swimming, or for off-site excursions during the Holiday programme, the child:adult ratio is increased to 1:8, and may be increased to 1:6 for some activities. .

***Programme content***: The supervisor plans a safe, child-focused, varied and stimulating programme that meets the developmental, emotional, intellectual, cultural and physical needs of the attending children. KASC’s daily programme content allows for choice, and is on display in the school hall.

***Behaviour****:* KASC operates a positive behaviour management programme where staff and children formulate a set of positive expectations that are promoted consistently and equitably. Misbehaviour will be dealt with according to the Behaviour Management Policy. Children may be withdrawn if severe misbehaviour occurs or if a child’s misbehaviour creates an untenable situation for others.

***Health and Safety****:* It is important that all staff and children work and play in a safe manner. All hazards, accidents or incidents are dealt with according to the Safety Management policies and procedures. No one is to work or play in a manner that may cause harm to themselves or someone else. KASC operates sun safe and smoke free. On all days of operation, at least one staff member at each session holds a current first aid certificate

***Emergencies****:* Staff are trained in dealing with emergencies such as fire and earthquake. Drills are conducted once each term. At least one caregiver will have a current First Aid certificate on each day.

***Illness and medication****:* Children that are not well should stay at home, especially if their illness is of an infectious nature. If a child becomes ill at KASCG, the Supervisor will inform the parents so they can be collected immediately. Medicine will not be administered unless a Medical Consent Form is completed by a parent.

***Child protection***: KASCG is committed to the care and protection of children. This commitment means that at all times the safety of the child or young person will be given primary consideration.

At no time will any child be subject to harm (whether physical, emotional or sexual), ill-treatment, abuse, neglect or deprivation. Staff prevent, recognise, and respond to potential or actual child abuse according to the Child Protection Policy.

***Staffing****:* KASCG employs caregivers and a supervisor who are committed and enthusiastic about caring for children. Previous experience in teaching or childcare is preferred. A full induction programme is provided, and ongoing training for staff is targeted at specific training needs

***Complaints***: The management committee takes any complaints seriously. The complaints procedure is outlined in the Policies and Procedures Manual, and parents are encouraged to bring complaints to the attention of either the supervisor or a member of the management committee.