**Kilbirnie After School Care and Holiday Programme**

**Enrolment Form 2018**

All information provided will be kept confidential and will be used for the purposes of maintaining effective contact with children’s parents/guardians, managing emergencies, or health and safety matters. Information will not be shared with any third party except with the owner’s permission or as required by legislation. It is the responsibility of parents/guardians to ensure this information is confirmed each term, and to inform KASC of any change in details.

|  |  |  |  |
| --- | --- | --- | --- |
| **Child details** | | | |
| Name | Date of birth | School Year | Room number |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Parent / guardian | Name | |  |
| Address | |  |
| Phone number | work |  |
| Phone number | home |  |
| Phone number | cell |  |
| Email | |  |
| Parent / guardian | Name | |  |
| Address | |  |
| Phone number | work |  |
| Phone number | home |  |
| Phone number | cell |  |
| Email | |  |

**Emergency Contacts and Civil Defence Register**

KASC has a Civil Defence Register which holds details of authorised emergency contact people you have nominated to collect your child/children in the event of an emergency. Parents and guardians are automatically included on the register. Although we operate from the same premises as the school it is important that we have independent information. Kilbirnie School is a Civil Defence Coordination point however our priority in a Civil Defence emergency situation will be the care of KASC children. We will work with Civil Defence (as required) to ensure the care of your child/children is not compromised.

**Who should you nominate as your Emergency Contacts?**

Please provide the names and contact details for two people other than you that you authorise to collect your child/children. As access to the school might only be on foot in an emergency, it is preferable that your nominated emergency contact people live within a one kilometre radius of the school (or as near as possible otherwise). The nominated people can be neighbours, friends etc. Please ensure your emergency contacts know about their roles and have agreed to it.

**How will we care for your child/children in an emergency?**

Your child/children will be kept at KASC until a nominated person collects them. The name and address of the person who collects your child/children will be recorded in the register. You may check the emergency policy on our website.

|  |  |  |  |
| --- | --- | --- | --- |
| CONTACT 1 | Name | |  |
| Address | |  |
| Phone number | day |  |
| Phone number | cell |  |
| CONTACT 2 | Name | |  |
| Address | |  |
| Phone number | day |  |
| Phone number | cell |  |

**Names of any other adults who have your permission to collect your child/children**

|  |  |  |
| --- | --- | --- |
| Name: | Name: | Name: |

Please note that if you wish your child to be collected by someone not listed you must inform us prior to pickup or we will not release your child.

Please contact the manager if there is someone who cannot have access to your child.

**Medical and social details**

|  |  |
| --- | --- |
| Family doctor: | Phone number: |
| Medical centre: |  |
| **Medical / dietary conditions**  Is there anything that the staff should know about your child’s/children’s medical or social history? If your child suffers from an allergy, please indicate the symptoms and what steps are to be followed in case of a reaction (e.g. give medicine, call for an ambulance…) so that we can help your child as best as possible. | |
| Please ask for the medicine authorisation form if your child could need medicine administered.  It is recommended that you leave any at KASC as medicine left at school cannot be accessed after school hours. | |

**Fee payment**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| I am applying for a WINZ subsidy |  |  |
| I will pay at the beginning of the month by Internet banking or cheque  (After School Care) |  |  |
| I will pay weekly or fortnightly (After School Care only) |  |  |

Note: If applying for a WINZ subsidy please contact our office as the application must be completed BEFORE the programme starts.

**Consent to Swim in Kilbirnie School Pool**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **YES** | **NO** | **Not sure** | **Comments** |
| I/we do give my/our child/children permission to swim in the Kilbirnie School pool under the supervision of a KASC staff member. *please tick* |  |  | N/A | Swimming in the school pool might be offered at times in terms 1 and 4 and over the holidays. A maximum ratio of 1 caregiver for 6 children will be in place. |
| **Is your child:** |  |  |  |  |
| Safety-conscious in and around water? |  |  |  |  |
| Water confident in a pool? |  |  |  |  |
| Able to float? |  |  |  |  |
| Able to swim 20 metres without touching the bottom? |  |  |  |  |

**Permission to take photos**

Permission to show child’s image on a notice board at school: Yes / No

Permission to show child’s image on after school care website or blog: Yes / No

**Declaration**

I/we have read and understood KASC’s fees schedule and agree to pay my/our account in full in line with the terms of the KASC fee policy. I/we understand that should the account fall into arrears my/our child/children may be refused admission to KASC until the debt is cleared and that the debt may be referred to a debt collection agency. I/we are aware any fees incurred in the debt collection process may be added to the debt to be paid and will be my/our responsibility.

I/we have read and understand the enrolment information, agree to abide by the policies and conditions of the KASCG and wish to enrol my/our child/children. I can get more information on the KASC information sheet.

I/we give consent to any emergency medical treatment for my/our child(ren) deemed necessary by a qualified medical practitioner and accept responsibility for any costs due to medical attention.

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
| Name | Signature | Date |

**AFTER SCHOOL CARE BOOKING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Child details** | | | | **Type of booking**  (circle/highlight)  Permanent  Casual |
| Name | Date of birth | School Year | Enrolment days requested (circle/highlight) |
| 1. |  |  | M T W Th F |
| 2. |  |  | M T W Th F |
| 3. |  |  | M T W Th F |
| Starting date: | | | | |

**HOLIDAY PROGRAMME BOOKING** (Please tick the days you require)

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

**KILBIRNIE AFTER SCHOOL CARE**

**PROGRAMME INFORMATION 2018**

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

KASC is a supervised childcare programme for Kilbirnie School children, which runs from 3.00-6.00pm Monday to Friday during the school term. The programme is held on Kilbirnie School grounds. Children are provided with afternoon tea and a range of enjoyable activities to choose from. KASC is registered with Out of School Care and Recreation (OSCAR) and is the longest running OSCAR programme in Wellington. We employ reliable and enthusiastic staff, have a session Supervisor on site and we work to the OSCAR ratio of 1 adult to 10 children.

The final page of this form summarises our philosophy and our key policies. The full Policy and Procedure manual is held on site at the KASC office – parents/guardians are encouraged to review this and ask questions at any time.

**FEES**

KASC can be used on a regular or casual basis. Regular bookings are when a child comes on the same day/s week after week. Casual bookings are when a child comes on an ad hoc basis. Casual bookings are not necessarily guaranteed depending on existing booking numbers and staffing. KASC’s successful operation depends on the timely payment of fees which cover paying wages for caregivers, food, and activities for children and donations to Kilbirnie School. KASC Management Committee members are volunteers and do not receive any payment. OSCAR Childcare subsidies are available through Work and Income New Zealand (WINZ) for those families that meet the criteria.

**Fees are invoiced monthly in advance. Parents can choose to pay in full or in two fortnightly instalments with the first payment due within 7 days of invoice. Fees are not refundable if children do not attend.**

KASC is registered for GST. Current rates (GST inclusive) are shown in the tables below, but are subject to change at any time:

|  |  |
| --- | --- |
| Regular Bookings | $15 per session  *Fees are not refundable if children do not attend a session.* |
| Casual Bookings | $15 per session  *Fees are due for casual bookings cancelled after 6pm the previous day.* |

**Additional session fees that may be charged – per child per session**

|  |  |  |
| --- | --- | --- |
| No-show fee | Enrolled but doesn’t attend and KASC not notified by 3.00pm | $25 |
| Unexpected fee and child is able to be accepted that day | Not enrolled but attends | $15 casual booking fee plus $5 administration fee |
| Unexpected fee where child cannot be accepted | Not enrolled and there are insufficient caregivers to accept the child. Parents will be contacted & requested to pickup the child within 30 minutes. | $15 casual booking fee plus $5 per 5 minutes after 3.30pm |
| Late pickup fee | Child picked up after 6pm | $15 flat fee and $5 per 5 minutes after 6.15pm |

By signing the enrolment form you are agreeing to KASC’s Terms & Conditions which includes payment of fees. Failure to pay fees may result in our service being denied and your debt being referred to a debt collection agency. Debt collection fees are the responsibility of the parent.

**KASC CONTACTS**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Management Committee:** | | **Staff:** | |
| Belinda Jones | Chairperson | Nicole Jackson | Manager |
| Belinda Jones | Co-ordinator | Ella Vincent-Hyde | Supervisor |
| Sam Hoben | Treasurer | Caregivers | Roster in office |
| Melissa Fordyce | Secretary |  |  |

**Want to get involved or willing to help?**

We are always on the lookout for people willing to assist. If you have skills that you think would help provide a better service for your children, please note them below. Examples include planning, projects, administration, web support, human resources etc.

|  |
| --- |
|  |

**Membership responsibility**

KASC is a parent-led organisation. By enrolling your child/children and signing this form you become a member of KASC and acknowledge that KASC can call on you to attend meetings including but not limited to the Annual General Meeting.

**Philosophy**

KASC is an Incorporated Society providing quality not-for-profit childcare for children who attend Kilbirnie School. KASC recognises and supports the needs and rights of children, parents/whanau and childcare workers ensuring that care encompasses and reflects the different cultural values of member’s families. KASC is run by a Management Committee comprising volunteer parents and paid staff. It aims to provide a positive, safe, and enjoyable environment to deliver an OSCAR programme that caters for a diversity of cultures, ages, and interests, with a range of child-focused activities. To achieve these aims parents need to understand and support KASC’s policies and procedures and be involved in the running of the KASC Group. We have included below a brief summary of some of our key policies, however we also encourage parents to review the complete policy and procedure manual held on site at the KASC office. Parents are also welcome to contact the committee or the KASC Administration Manager with any queries or questions.

**Enrolment**: All children must be enrolled with KASC before they can attend and the enrolment form must be completed before children can attend. Parents must inform KASC of any changes to enrolment details.

**Fees**: Fees are invoiced monthly in advance. Parents can choose to pay in full or in two fortnightly instalments with the first payment due within 7 days of invoice. Fees are non- refundable if children do not attend. Any debt collection costs incurred recovering overdue fees are the responsibility of the parent concerned. Parents who are eligible may apply to Work and Income (WINZ) for an OSCAR subsidy. Parents who apply for a WINZ subsidy must pay full fees until the WINZ subsidy application is approved and payments commence and must cover any difference between the subsidy received and the fee charged throughout the year. It is the parents’ responsibility to negotiate any back-payment of subsidy by WINZ. Bookings can be cancelled up to 3 pm to avoid a no-show fee for that day’s programme. Children who are booked but do not attend will be charged a ‘No-show’ fee if there is no cancellation or the cancellation is received after 3 pm. If children arrive at KASC without a booking the supervisor will determine whether it is appropriate to allow the child to remain. If it is not possible to accept the child, parents will be contacted with the expectation that they be picked up within 30 minutes.

**Pickup**: Children must be signed out by an authorised person with date and time entered on the attendance roll before leaving. Staff will only release children to people authorised on the enrolment form.

**Supervision**: Children are supervised at all times by adult caregivers on a ratio of no less than one adult to ten children.

**Programme content**: KASC runs a safe, child-focused, varied, and stimulating programme designed to meet childrens’ developmental, emotional, intellectual, cultural, and physical needs.

**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.

**Afternoon tea**: Children are offered a healthy afternoon tea. Occasionally the children may be ‘treated’ with biscuits or snack food and staff may give treats as part of an activity, such as sweets for prizes. Parents are required to notify KASC of any food allergies or nutritional requirements their child/children has/have.

**Health and safety**: 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. At least one staff member at each session will hold a current first aid certificate.

**Emergencies**. Staff are trained in dealing with emergencies such as fire and earthquake and drills are conducted once each term.

**Illness and medication**: Children that are not well should stay at home. If a child becomes ill at KASC, the Supervisor will inform the parents so they can be collected immediately. Medicine will not be administered unless a Medical Consent Form has been completed.

**Child protection**: KASC is committed to the care and protection of children. This means that safety of children will be given primary consideration at all times. Staff prevent, recognise, and respond to potential or actual child abuse according to the Child Protection Policy.

**Complaints**: Complaints are taken seriously and will be referred to the Management Committee. The complaints procedure is outlined in the Policies and Procedures Manual, and parents are encouraged to liaise direct with the KASC Administration Manager or a Committee member.