



Stanley Avenue School Kids Club

Parent Information Pack

2020

The Stanley Ave School Kids Club aims to provide a safe, stimulating and educational environment which caters for the children's different ages, gender and cultural backgrounds while attempting to encompass individual needs and interests.

The well-being and safety of the children is the paramount consideration during programme provision.

Welcome!

Welcome to the Stanley Ave School Kids Club. This information pack has been prepared to give parents/ caregivers a brief overview of the Kids Club programme and procedures. Please take the time to read the information and feel free to ask our staff any questions you may have at any time.



Enrolment

Enrolment is finalised upon completion of an Enrolment Form and the signing of the Parent Contract. Please remember to keep the Supervisor informed of any changes to your enrolment details – it is crucial we have up to date information on record.

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. In the event of an absence please make a quick txt message or phone call to the mobile phone 027 282 1191 at least 60 minutes before the programme is due to commence. If we have not been notified and your child does not arrive at the Kids Club we will do everything we can to locate them. You will be contacted immediately – your child's safety is paramount to us!

Drop Off and Pick Up

All children are required to be signed out when leaving the after school programme by the parent / caregiver. Parents must contact the Supervisor at least 60 minutes before the beginning of the programme if their child will not be attending.

Parents must inform staff if a person who is not listed on the child's enrolment form will be collecting the child. Staff will not release a child to a person who is not identified on the enrolment form. If an unauthorised person comes to collect the child, parents will be contacted for authorisation.

Written permission must be given for children to leave the programme unaccompanied.

Afternoon Snacks

Children attending the after school session will be provided with an afternoon snack, and water is always available. Once a week there will also be cooking or a special treat will be provided.

Activities

The service will provide a safe, varied and stimulating programme that meets the developmental, emotional, intellectual and physical needs of the children. Children's interests will be accommodated whenever possible in programme planning and a current programme plan will be displayed on the wall at all times for parent/whanau information.

The following activities will be offered on a daily basis:

- Arts and crafts project
- Child-directed use of arts and crafts material
- An organised sport or active group game
- An organised group quiet game or activity
- Free use of games and equipment
- Free outdoor play'
- Area / time to complete homework

Policies and Procedures

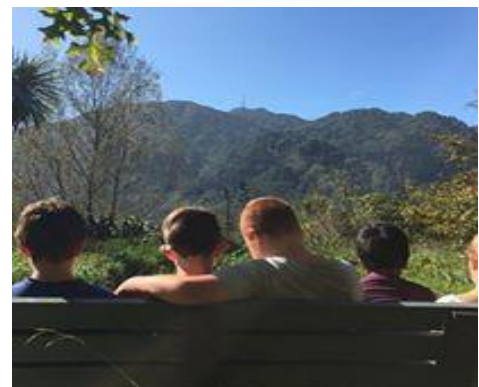
Please see the Programme Supervisor if you wish to view the Kids Club Policies and Procedures. They contain detailed information on health and safety, making complaints, employment practices etc.

Behaviour Management

Behaviour management techniques used will encourage positive self-esteem development. It is the Kids Club's goal to ensure children and families experience an environment where they are safe, secure, respected and their dignity is protected. This is done through the use of positive reinforcement and a stimulating and varied programme to ensure against boredom. Every effort is made to help your child settle into the programme. However, if a child's behaviour is consistently harmful to other children, parents will be asked to remove them from the programme.

Emergencies

Our staff are trained to deal with emergencies. In the case of a serious accident involving your child, the staff will phone an ambulance or contact you and if necessary take your child to the nearest medical facility. You will be required to meet any medical expenses. In the event of a civil defence emergency, the staff will remain with the children until they are collected by a Parent / Caregiver.



Facilities and Excursions

We have the use of the playground at Stanley Ave School. During the summer the Kids Club may have access to the Stanley Ave School Swimming Pool when it is not otherwise in use. If using the swimming pool, the children will be supervised at all times by adults who are trained in water safety and resuscitation.

No other excursions will be planned unless permission has been granted by the Management Committee and parents have been informed.

Child Safety

The Kids Club has a detailed Child Protection Policy which includes the reporting of any suspected child abuse to Oranga Tamariki - The

Complaints

The Kids Club has a Complaints Procedure. If you have any problems please approach the Supervisor or, if necessary, the School Principal and they will be happy to assist with your concerns. A copy of the Complaints Procedure is available on request from staff. Serious complaints or further information, contact Oranga Tamariki – the Ministry for Children at www.orangatamariki.govt.nz or phone 0508 326 459.

Sick Children

Please do not send along sick children as we do not have the facilities to care for them. If a child arrives or becomes ill during programme hours, parents will be called and asked to collect them.

Cultural Sensitivities

The programme environment will be responsive to all cultures represented by families who attend and will uphold the principals of the Treaty of Waitangi. Children will experience the dual heritage of Aotearoa/New Zealand through encountering Te Reo Maori and Tikanga Maori.

Fees

Kids Club fees are \$7.00 per hour / child inclusive of GST. Third and subsequent children from the same family are free when attending the same session.

There is a minimum 1hour fee each day. After this first hour, the fees are charged on a quarter-hourly basis, ie. 1.5 hours = \$7.00 + \$3.50 = (\$10.50).

Accounts are issued fortnightly and run from Monday to Friday. These will be posted or e-mailed out to you. Please note fees are our main source of income. To operate efficiently we require that fees be paid within 2 weeks of the account being issued.

Payment is made easy – you just need to complete the details on the bottom section of the account and return to us. Alternatively, please discuss PC banking options with our staff.

Annual receipts are distributed at the end of the financial year. Fees are tax deductible. A record of your payments is kept – you can view this by asking the Programme Co-ordinator.

Parents may be charged a late pick-up fee of \$10 per 15 minutes for children not collected by the closing time of 5.30pm. If you are likely to be late for a pick-up please contact the Supervisor to discuss.

*If you have any questions or concerns
please talk to our staff!*

Management Committee

The Kids Club is operated by Stanley Avenue School under the auspices of the Board of Trustees.

Day-to-day duties are carried out by paid employees – a Programme Co-ordinator,

Supervisor and a team of Carers.

Kids Club
Phone or Text:
(027) 282-1191

Meet the staff....

We introduce you to our Kids Club staff:



Programme Co-ordinator

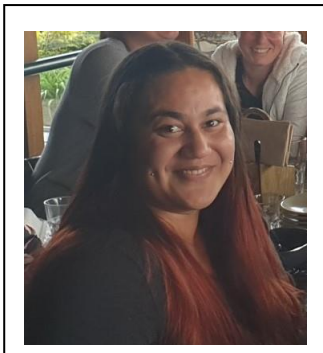
Leonna Foulds



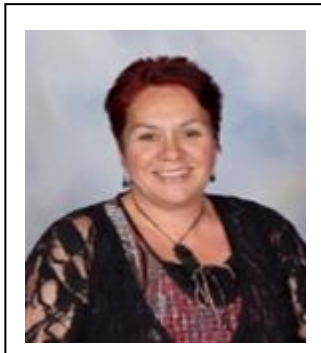
Programme Supervisor

Katarina Kelsey

Kids Club Carers



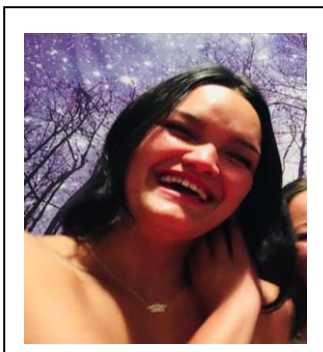
Jessica Neli



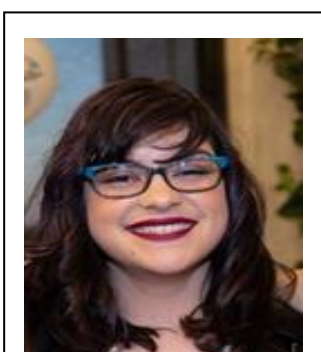
Kelly Watts



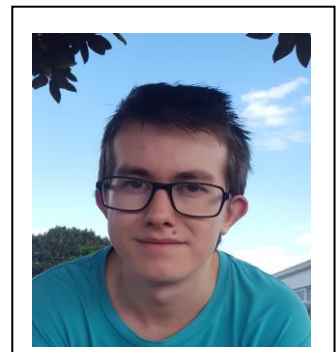
Leanne Williams



Jaz Clark-Cook



Konna Watts-Tokona



Curtis Glen