

Devonport Community House
32 Clarence Street Devonport
Phone 445 3068 Email devonportcomhouse@xtra.co.nz

WELCOME TO THE DEVONPORT COMMUNITY HOUSE
AFTER SCHOOL CARE AND SCHOOL HOLIDAY PROGRAMME

Enrolment

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

Programme Hours

The After School Care hours are 3:00pm to 6:00pm.

The School Holiday Programme hours are 8.30am to 5:00pm.

Meals

We will provide afternoon tea during After School Care.

Holiday Programme: We ask that your child brings along morning tea, afternoon tea and lunch. We will provide drinks and fruit. Please ensure that your child does not bring sweets or “junk” food.

Absences

Once your child's name is on the roll, we expect him/her to be at the programme on the days they are booked unless we have been notified otherwise by the parent/caregiver. Making a quick phone call to the office (ph. 445 3068) easily does this. Your message is always passed on. 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!*

After School Care: Please notify cancellations before 10am. We will not leave the school until your child has been accounted for, this can take time and means we are late collecting children from other schools, so **please remember to call us to cancel bookings.**

Holiday Programme: Because we have a waiting list we request that where possible you notify a cancellation as soon as possible with preferably 24 hours notice.

We will charge a \$20 “late cancellation” fee (ie .less than 24 hours notification and where we are unable to resell the space.) **This fee will also apply to un-notified absences.**

Handing your child over

Holiday Programme

Each day when you deliver your child, it is essential that you personally hand him/her over to the supervisor or co-ordinator and fill in our sign-in register. By signing the register you are also giving permission for child/ren to take part in the days activities. Please speak to a senior staff member if you **do not** want your child to do a particular activity or to leave the centre in the care of a supervisor.

Collecting your child

Holiday Programme and After School Care

We also need to know that your child has gone home safely, so you (or a designated person) must personally collect your child from the supervisor or co-ordinator at the end of the session, and **sign them out.** It is not our policy to allow a child to leave the house unattended. Should you wish your child to leave the Community House unattended, to walk home or to attend another activity, we must have that request in writing before we can allow the child to leave.

If a person arrives to collect your child whose name is not on your enrolment form, then we are obliged (for your child's safety) to keep your child in our care until you have been located for consent. To save embarrassment for all concerned, we would appreciate prior notification from you on this matter. Please remember that the ASC programme closes at 6:00pm, and the School Holiday programme closes at 5:00pm.

FEES

Holiday programme: \$46.00 per day per child. Family rate of \$44.00 per child per day for two or more children. You may be eligible for an OSCAR/WINZ subsidy, phone WINZ on 0800 559 009. Subsidies must be applied for before the start of the programme.

There may be an additional charge for days that involve trips and some activities.

After school programme: \$18.00 per day until 6pm. Family rate of \$16.00 per child per day for two or more children. An early pick-up fee of \$13.00 applies to children collected prior to 4.30pm. You may be eligible for an OSCAR/WINZ subsidy, phone WINZ on 0800 559 009.

To operate efficiently we require that fees be paid fortnightly.

Payment may be made directly to the office or ASC staff and will be receipted immediately. If you don't require a receipt it is left in the receipt book in case you change your mind, or any queries arise. Alternatively your payment can be made directly to our bank account – speak to the office staff for details. Annual receipts can be distributed at the end of the financial year. Fees are tax deductible.

Policies and Procedures

Please see the supervisor if you wish to view our *Policies and Procedures* booklet. It contains detailed information on health and safety, making complaints, employment practices, etc.

Behaviour management

We use behaviour management techniques that encourage positive self-esteem development. It is our goal to ensure that 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 will be made to help your child settle into the programme. However, if a child's behaviour is consistently harmful to the other children, parents / caregivers will be asked to remove him / her 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 contact you and take your child to the nearest medical facility. Any medical costs incurred will be covered by the parent/caregiver. In a civil emergency the staff will remain at the Community House until all children are collected.

Excursions

Children attending our programmes may be taken on excursions around Devonport. Please let us know if you **do not** give permission for your child to leave the centre with a supervisor.

Parents / caregivers will be informed before children are taken on any other outings. You will be asked to complete a permission slip. Whenever the group leaves the centre a note will be left informing callers of their whereabouts.

Child safety

The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the Department of Child, Youth and Family Services.

Photographs

We often take photos of the children participating in our programmes. Occasionally we may use these photos for marketing purposes, in brochures, newsletters, local newspapers or on the Devonport directory, NSCC or OSCAR websites. Please let us know if you **do not** want photos of your child used in our promotions.

Complaints

The programme has a complaints procedure. If you have any problems please approach the supervisor, coordinator or if necessary, the House Manager, or a member of the management committee and they will be happy to assist you with your concerns.

Sick children

Please do not send along sick children, as 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 you have any queries or concerns, the co-ordinator is always available for you.

Parent / Caregiver Contract and Information
DEVONPORT COMMUNITY HOUSE AFTER SCHOOL CARE AND HOLIDAY PROGRAMME
Parents / caregivers – please sign this contract to complete enrolment

Please retain Pages one and two and return this page, the attached enrolment form and the medical information sheet to:

Enrolments
Devonport Community House
32 Clarence Street
Devonport

If you have any questions about the programme or wish to see a copy of the programme policy prior to signing, please do not to hesitate to ask a member of staff. Both parents / caregivers and the programme will receive signed copies of this contract.

I/We agree and acknowledge:

I have read and understand the above information.

The supervisor has my permission to arrange any necessary urgent medical treatment at my cost.

All care will be taken to provide supervision of children attending the programme in accordance with programme policy and procedures. I acknowledge however, in signing this form, that neither the staff nor management of the programme will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the programme.

Name of parent / caregiver

Signature of parent / caregiver

Dated:

PERMISSION TO LEAVE AFTER SCHOOL CARE PROGRAMME
IN THE CARE OF A SUPERVISOR

I give permission for _____ to leave the House in the care of a Supervisor to walk to the park, to the Devonport shops, Mt Victoria, or a similar outing in the Devonport area.

Signed: _____ Date: _____

DEVONPORT COMMUNITY HOUSE
After School Club
Enrolment Form (one form per family)

Date of Enrolment: _____

Child's details

Name/s _____ Date of Birth _____

Home address _____

School attended _____

Enrolment details

Please circle the days you would like to enrol your child in our After School Programme

Mon Tue Wed Thurs Fri

People authorised to pick up your child

Name _____

Name _____

Name _____

Special instructions re pick up: _____

Parent / Caregiver Contact Details

Mother's name _____

Telephone _____ (home) _____ (work)

_____ (mob.) _____ (email) *

Father's name _____

Telephone _____ (home) _____ (work)

_____ (mob.) _____ (email) *

Please put a tick beside the email address we are to send invoices and newsletters to.

Emergency contacts

Please provide us with two contacts other than those above that we could use in an emergency

Name _____

Relationship to child _____ Telephone _____

Name _____

Relationship to child _____ Telephone _____

Childs' doctor _____ Telephone _____

Devonport Community House After School Care

Health and Medical Information

Does your child have any particular health needs we should be aware of? (eg. Asthma / Allergies / chronic illness). If your child needs to take any medication while attending ASC or Holiday Programme please fill in the Medicine consent form on the back of this page.

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

Privacy Act 1993: The information that you have supplied is necessary for the safe and effective operation of the holiday programme. You are welcome to review information pertaining to your child's enrolment at any time.

