

Welcome to Kids Choice Out of School Care Programmes

St Johns Catholic Primary School



Information and
Enrolment Pack

For interested
Parents.

CYFS APPROVED



Kids Choice Ltd

Email : kids.choice@infoegen.net.nz

Phone : 09 478 3705

Directors :

Barb McNeill

Mobile : 027 440 6363

PO Box 40797

Glenfield

North Shore City

Auckland 0747

Welcome to our KIDS CHOICE out of school care programmes.

We offer specialised care for children aged 5 – 14 years old in a safe, supervised, structured and fun filled environment.

KIDS CHOICE operate before and after school & all school holidays. We also cater for teacher only full or half days as required.

This Enrolment pack contains General information, Fee structure and Enrolment forms.

It has been my pleasure to introduce you to our quality Out of School Care Service.

We hope your experience is a pleasant one for both you and your child.

Kind regards Barb 027 440 6363

Staffing structure:

Directors : Barb McNeill
Natasha McNeill-O'Keeffe

Supervisor Rachel Iliffe

Intermediate Staff : Nicola Alcorn
Kim Hinton
Keri Roberts
Gosia Subasinghe
Colm McNeill-O'Keeffe

The staffing structure has been designed to ensure a more professional approach to the operation of the programmes.

All Senior Staff are very experienced, motivated and child care focused professionals.

In order to achieve a Senior role staff must be prepared to attain the OSCAR Certificate in Out of School Care, Full First Aid Certificate, Food Hygiene Certificate, Child, Youth & Families Identifying Child Abuse, a full course in Behaviour Management etc.

All other staff are fully supervised by Seniors.

It is expected that they should work towards attaining an intermediate or more senior role within the company.

Basic training for all staff is First Aid Certificate, Behaviour Management, Child Abuse Awareness and Food Hygiene.

Fees:

The fee structure is included in this Enrolment Pack.

Details of fees may be discussed with :

Barbara mobile 027 440 6363

Invoices:

Are issued each term and regular weekly / fortnightly payments must be made via internet banking or child care services may be withdrawn.

This is in order for the books to be finalised at the end of each month.

Any overdue invoices will be handed to a debt collection agency immediately for collection.

Transportation Service:

Free transportation of children to and from various schools in the East Coast Bays area is available to those Parents using our service.

Transportation to and from various after school activities, sports etc can be arranged if required.

Enquiries regarding these services can be made by contacting our Management team.

Complaints:

Will be dealt with by Senior staff immediately.

If for some reason you are not happy with the outcome of your complaint please feel free to contact the Directors for further assessment of your complaint.

Programme Contact text : 027 440 6363

PO Box 40 797
Glenfield
North Shore City 0747

ENROLMENT FORM

Child's details

Start date : _____ Ethnicity : _____

Name : _____ Birthday : _____ Age : _____ Class : _____ St Johns Catholic Primary School

Name : _____ Birthday : _____ Age : _____ Class : _____ St Johns Catholic Primary School

Name : _____ Birthday : _____ Age : _____ Class : _____ St Johns Catholic Primary School

Booking Details : (please circle booking requirements)

Before school

Monday Tuesday Wednesday Thursday Friday

After School

2:50pm til 4pm Monday Tuesday Wednesday Thursday Friday
After 4pm Monday Tuesday Wednesday Thursday Friday

Before & After School

2:50pm til 4pm Monday Tuesday Wednesday Thursday Friday
After 4pm Monday Tuesday Wednesday Thursday Friday

Address for Account : _____

Caregiver Details :

Mother :

Name : _____ Daytime Ph : _____ After hrs Ph : _____ Mob : _____ email : _____

Father

Name : _____ Daytime Ph : _____ After Hrs Ph : _____ Mob : _____ email : _____

Emergency Contacts :

Name : _____ Relationship to child : _____ Ph contact between 3pm and 6pm : _____

Name : _____ Relationship to child : _____ Ph contact between 3pm and 6pm : _____

Doctors Details

Name : _____ Phone : _____ Address : _____

Health

Does your child have any particular health needs we should be aware of : _____

Allergies : _____ Asthma : _____ ADHD : _____

Special food requirements : _____ Any Other Medical Conditions : _____

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

Custody arrangements : _____ Special needs : _____ Behavioural issues : _____

If my child requires medication for any reason I hereby give Kids Choice staff permission to administer medication as prescribed:

Such medication is to be recorded : _____

My child carries medication with them and will self medicate when necessary: _____

My child will advise staff when they self medicate so that a record may be kept: _____

PLEASE SIGN WHERE APPROPRIATE*Terms and Conditions for the Before and After School & Holiday Care Programmes***Introduction**

This agreement sets out the terms and conditions for the acceptance of booking together with parent information and responsibilities.

The legal entity providing the services is Kids Choice Ltd, hereafter referred to as "Kids Choice". Kids Choice Ltd offers programmes that guarantee specialized, quality care for your children.

The programme offers a wide range of activities, including art, drama and sports. There will be indoor and outdoor play activities as well as time set aside for homework. We intend to work closely with the various schools we service and include themes being taught in those schools into the programme.

Kids Choice programmes will be operated by trained staff at all times. Qualified Directors / Managers are assisted by enthusiastic and creative staff.

Location

St Johns Catholic Primary School
Penzance Road
Mairangi Bay

Parking

Parents must park in the main car park off East Coast Road.

Contact Details

For information contact owner :

Or : Barb McNeill: mobile : 027 440 6363
Email: kids.choice@infogen.net.nz

Schedule, Hours and Fees (GST inclusive)

Note: Kids Choice before & after school care programmes only operate during term times and do not open on public holidays.

Public holidays (except Christmas & New Year Statutory Holidays) & all absences will be charged for if falling on days where child is normally booked to attend.

Before School (all fees include breakfast)**Hours and fees:** (permanent bookings)

7am-8.30am	\$ 48	per week
	\$ 11	per session – part time

Casual bookings : \$ 15 per session

from 7am the children will be given breakfast before having the opportunity to take part in various quiet activities. At 8.am we will get ready to be transported to the various schools being serviced.

After School (all fees include afternoon tea)**Hours and fees:** (permanent booking)

3pm-4pm	\$ 50	per week
	\$ 11	per session – part time
3pm-6pm	\$ 70	per week
	\$ 16	Per session – part time

Casual bookings :
3pm-4pm \$ 15 per session
3pm-6pm \$ 18 per session

Combination Before & After School \$ 115 per 5 day week

Children will meet at the designated meeting place for each school serviced and wait to be transported to the programme. On arrival at the hall the students will have afternoon tea, followed by a sharing time and an outline of the activities being offered for the day. We will then provide a fifteen-minute homework time before the children have a chance to relax and take part in the planned activities for that day.

Note: Kids Choice before and after school programmes only operate during term times and do not open on public holidays.

Late Fees:

The staff of Kids Choice workday concludes at 6.00pm and they must be free to leave at the agreed time. Nevertheless, a staff member will remain with your child if you are late.

Regrettably though, we must impose a 'late fee', regardless of the circumstances creating the delay. Parents failing to comply with the 6pm pick-up schedule will be charged an additional \$2 per minute.

This will be strictly enforced.

Teacher only days

The programme will be open for all Teacher only days or half term breaks.
Breakfast, morning tea, afternoon tea provided where required.

Hours and fees :

Half day :	\$ 28
Full day :	\$ 40

School Holiday Programme

School holiday programmes will also be provided with details of the programme being advertised via brochures, school newsletters etc prior to the holidays.

School holiday programmes may be held at another venue.

Hours & Fees :

7am – 6pm daily

Non Trip rate :	\$ 40	per day
Trip day rate :	\$ 55	per day (no half day bookings)
Weekly rate :	\$ 245	per week

WINZ Subsidies

Kids Choice is a CYF'S approved company.

This allows families to apply for a WINZ subsidy towards their child care fees.

Application forms or further information is available by contacting the programme owners.

Payment Conditions

Permanent fees must be paid weekly, fortnightly or monthly and casual fees to be paid daily.

Accounts must be paid in advance of your children attending Kids Choice Ltd programmes.

Invoices will be provided at the end of each term.

No discount is available if a WINZ subsidy is obtained.

The preferred method of payment is by automatic payment, or regular direct credit.

You will be charged fees based on enrolled days and/or any casual days booked, **and not attended.**

You will be charged fees for **all public holidays** except Christmas and New Year.

There will be no refunds given for children who are sick or for non attendance on any day that your child is enrolled in Kids Choice programmes.

All accounts that fall into arrears will incur a 20% **extra charge** to cover administration costs.

Any accounts in arrears of more than one term will be delivered to a collection agency and all cost involved will be the responsibility of the parent or guardian of that child/ren.

Bank payments are to be made to the **Co-operative Bank 02-1248-0566088-002**
Reference : childs surname

Enrolment

An Enrolment Form must be signed and completed prior to a child attending Kids Choice programmes.

This includes casual attendances.

The form may be collected from the programme or emailed to you on request.

You must notify Kids Choice immediately if there are any changes of circumstances that affect your contact details or whether you wish to authorize your child to be collected by someone who is not listed as an authorized person.

Two weeks notice in writing is required to reduce or cancel enrolments or to withdraw entirely from Kids Choice.

Failure to provide this notice in writing will result in 2 weeks fees being added to your account.

Absence

You must notify Kids Choice Manager immediately by text to mobile **027 440 6363** if your child is not attending on a day that they are enrolled.

If your child is enrolled into the programme we expect them to attend that day.

Notification of your child's absence due to illness, or any other reason, must be phoned / text through to Kids Choice mobile **027 440 6363** by **10am** of that day.

Sign In/Out Book

Each day when you collect your child, it is essential that you sign your child out in the daily roll book, with the exact time, and inform the manager that you are taking your child.

If your child is to be collected by someone else you need to let us know via text.

Where written authority is not received a call will be made to the parent.

All children will be signed in on the daily register by the staff.

The roll will be checked before leaving the school and will be checked again once they arrive at the hall.

Updated Contact Numbers

At times, a child who is booked to attend may not be present at the collection point. It is imperative that we can contact you at all times to clarify their non attendance.

If we are unable to do this, we cannot be held responsible for the child's whereabouts.

It is vital that at all times a staff member can contact you.

We recommend that you provide us with one mobile phone number that is monitored.

Behaviour Management

We will discuss our expectations and the behaviour management plan so everyone knows what is expected of them.

We will give out reward cards to reinforce positive behaviour.

Unaccepted behaviour will be recorded and the parents will be informed.

If continued over several days the manager will meet with the parents to discuss the child's behaviour.

If the behaviour continues the parent will be asked to remove the child from the programme.

Off-site excursions and Transportation to / from schools

Off-site trips or activities may at time be held off-site.

I hereby give permission to Kids Choice to transport my child/children off-site as required: _____ (Please sign)

If you have any questions about the programme or wish to see a copy of the programme Policy & Procedures Manual prior to signing, please do not hesitate to ask a member of staff.

Policies and Procedures

It is your responsibility to be aware of Kids Choice policies and procedures.

These will vary from time to time and will be available on request.

Staff and parents are required to abide by them.

Health and Safety

Access and arrangements/custody details must be recorded on the enrolment form.
In the event of an accident or illness, Kids Choice will immediately attempt to contact the parents/guardians and will take all appropriate steps to ensure the child's wellbeing, but will not be liable for any costs (medical fees etc).
Any medical conditions, allergies or special dietary needs must be indicated on the enrolment form.
Medicine will not be administered without a medical consent form.
Medicines for any life threatening condition will be stored in Kids Choice locked box.
These medicines will be separated from any other medicines being held in the First Aid Box.

Exclusion

A breach of terms and conditions will result in your child being excluded from the programme until the matter has been resolved.

Privacy Act 1993

The Information you have supplied is confidential but is necessary for the safe and effective operation of the Kids Choice programmes. It will be used for the purposes of establishing and maintaining records held by Kids Choice, and will not be distributed for any other purpose..
Children's files will be available for perusal by authorized personnel only

Disclaimer

Kids Choice will exercise reasonable care but will not be liable for any injury, damage or loss that may be sustained or incurred by or to your child or any other person or property.
Notwithstanding anything else in this agreement, the liability of Kids Choice shall in total not exceed one week's fees.
Kids Choice reserves the right to change any of the programme activities.
If your child damages any property you may be charged for the cost of repairing or replacing that property or for any related insurance excess.

I agree to pay fees fortnightly by automatic payment as stipulated in the fees policy.

In the event of **late or non-payment of fees** I am aware that a **20% penalty** may be added to my account and that **debt collection action** and **all costs incurred with this action** will be at

my cost: _____ (Please sign here)

Binding Agreement

This is a binding agreement between Kids Choice Ltd and the parents/guardians.

Child's name: _____

By signing this document you declare that have read and understood the programme, information and parent responsibilities, and Terms and Conditions.

Parents/Guardian's signature _____

Full Name _____

Signed on behalf of Kids Choice Ltd

Full name _____

Date _____

Kids Choice Ltd, P.O Box 40797, Glenfield, North Shore City 0747

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Parents/Guardian's signature _____

Full Name _____

Signed on behalf of Kids Choice Ltd

Full name _____

Date _____

Kids Choice Ltd, P.O Box 40797, Glenfield, North Shore City 0747

Kids Choice Fees Schedule

Effective 1st February 2011

CYF's Approved
Please discuss with Manager

Full Time Bookings:

After School	5 days per week	3pm	til	6pm	\$ 70	per week
After School	5 days per week	3pm	til	4pm	\$ 50	per week
Before School	5 days per week	7am	til	8.30am	\$ 48	per week
Before & After School	5 days per week				\$115	per week

Part Time Bookings:

After School	1 – 4 days per week	3pm	til	6pm	\$ 16	per day
After School	1 – 4 days per week	3pm	til	4pm	\$ 11	per day
Before School	1 – 4 days per week				\$ 11	per day

Casual Bookings:

Before School		7am	til	8.30am	\$ 15	per day
After School		3pm	til	6pm	\$ 18	per day
After School		3pm	til	4pm	\$ 15	per day

Teacher only days

Half days		7am	til	12.30pm	\$ 28	per day
Full day		7am	til	6pm	\$ 40	per day

Holiday Programmes

Non-trip day	\$ 40	per day
Trip day	\$ 55	per day
Full Week	\$ 245	per week

We may grant a family discount on the above fees to a maximum of 10% at our discretion.

Parents receiving WINZ subsidies do not usually qualify for discounts.