



Kids West After School Care and Holiday Programmes

74 Argyle Street

Mosgiel

Phone (03) 4896252

Cell (027) 6961240

Supervisor – Irene Cameron

Parent Information

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

Hours

Before School Care	-	7.45am-8.30am
After School Care	-	3.00pm-5.30pm
Holiday Programme	-	8.00am-5.30pm

Morning and Afternoon Tea

We will provide morning and afternoon tea during the Holiday programme and afternoon tea during the After School Care programme. Please make sure that your child does not bring extra sweets or “junk” food.

Absences

Once your child’s name is on the roll, we expect them to be at the programme unless we have been notified by the Parent/Caregiver.

Please phone the School Office (03) 4896252 or text Irene (027) 6961240, or email irene@elmgrove.school.nz before 1pm if your child is not attending after school care.

If we have not been notified and your child does not arrive, we will do everything we can to locate them. Due to child/staff ratio there may be a charge if your child does not turn up and is on the roll to attend.

PLEASE NOTE

Occasionally we have children booked into our holiday programme who fail to arrive on the day without any notification. This has caused some families to miss out especially on trip days. If you cancel on a trip day and let us know unfortunately you will still incur the cost of the trip as this has also cost the program as we are required to provide correct adult to children ratios and pay for children booked on trips rather than those who actually attend. Failure to attend booked sessions in the holiday program that have not been notified by 8am on the day will incur a 3hour charge as well as the cost of any trips booked on that day.

Your Childs Safety is Paramount to us

Collecting your Child

If a person arrives to collect your child whose name is not on your enrolment form, then we are obliged 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 programme closes at 5.30pm. If your child is not collected by this time, a \$25.00 fee for each half hour or part thereof will be incurred on each instance.

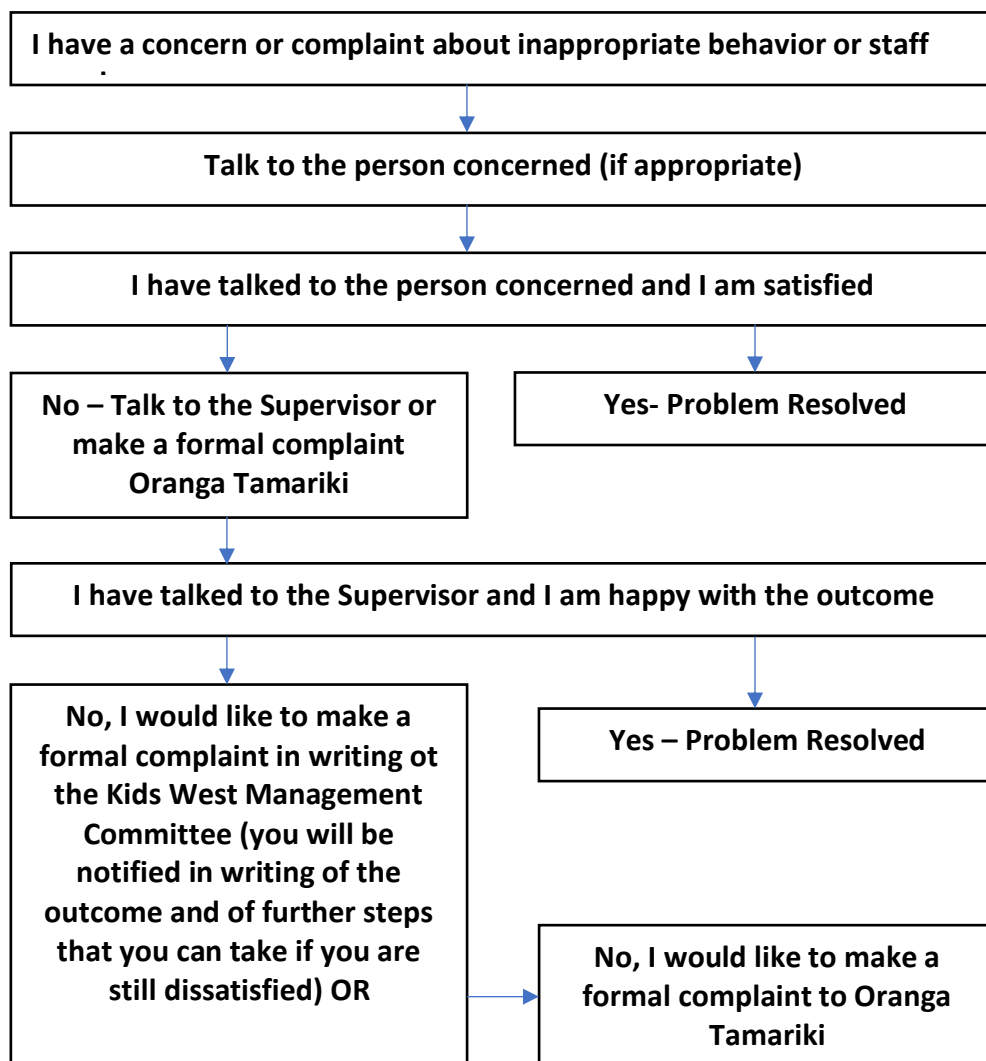
Signing your Child In and Out

Each day when you collect your child, it is essential that you sign your child out in the daily roll book. The programme Supervisor will show you where this is. We need to know that your child has gone home safely.

Policies and Procedures

See the programme supervisor if you wish to view our Management Plan. It contains policies and procedures on Health and Safety, Making Complaints, Employment Practices etc.

Concerns and Complaints Procedure



Fees

Parents/Caregivers will be invoiced monthly.

To operate efficiently, we require that fees be paid 14 days after invoice. Under no circumstances may fees be held over for a longer period.

Fees can be paid in the following ways:

- In cash at the school office or to the Supervisor at After School Care
- By cheque to the school office or to the Supervisor at After School Care
- Internet banking

Fees are tax deductible. Fees are subject to change.

Fees – Breakfast Club

\$6 per morning. Includes Weetbix and/or toast for breakfast.

Fees – After School Care

\$6 per hour with a maximum of \$60 per week. Minimum charge of 1 hour a day – Includes afternoon tea.

Fees – Holiday Programme

\$6 per hour – Morning and afternoon tea is supplied. (Lunch is available on certain days at an extra cost)

A late fee of \$25 for each half hour or part thereof will be incurred on each instance if your child is picked up later than 5.30pm.

Oscar WINZ child-care subsidies available (Please see table below)

Open to all school children up to 13 years

Number of Children	Gross weekly income	OSCAR subsidy (per hour per child)	Oscar Subsidy (Per week, per child)	
			Term time (for 20 hours)	Holidays (for 50 hours)
1	Less than \$800.00	\$5.22	\$104.40	\$261.00
	\$800.00 to \$1,199.99	\$4.16	\$83.20	\$208
	\$1,200.00 to \$1,299.99	\$2.91	\$58.20	\$145.50
	\$1,300.00 to \$1,399.99	\$1.62	\$32.40	\$81.00
	\$1,400.00 or more	Nil	Nil	Nil
2	Less than \$920.00	\$5.22	\$104.40	\$261.00
	\$920.00 to \$1,379.99	\$4.16	\$83.20	\$208
	\$1,380.00 to \$1,489.99	\$2.91	\$58.20	\$145.50
	\$1,490.00 to \$1,599.99	\$1.62	\$32.40	\$81.00
	\$1,600 or more	Nil	Nil	Nil
3 or more	Less than \$1,030.00	\$5.22	\$104.40	\$261.00
	\$1,030.00 to \$1,539.99	\$4.16	\$83.20	\$208
	\$1,540.00 to \$1,669.99	\$2.91	\$58.20	\$145.50
	\$1,670.00 to \$1,799.99	\$1.62	\$32.40	\$81.00
	\$1,800 or more	Nil	Nil	Nil