

MASTERTON PRIMARY SCHOOL



AFTER SCHOOL CARE PROGRAMME

INFORMATION BOOKLET

Supervisors: Mrs Denise Forman

Assistant: Mrs Janice Lenz

MASTERTON PRIMARY AFTER SCHOOL CARE PROGRAMME

ORGANISATION

HOURS/PERSONNEL

This OSCAR approved programme runs from Monday to Friday during term time. It is organised and managed by one supervisor and one assistant. The hours are 3.00pm till 5.15pm daily. A teacher is also on After School care duty until 5.15pm each day to support the supervisors in the event of an emergency, manage any issues around a child's behaviours and to ensure that all children have been collected. Kids Klub will be run from Room 7.

PROGRAMME CONTENT

The focus of the programme is care for and safety of children. A range of art and recreational activities are provided and provision is made for children to carry out homework tasks in a supervised situation, if time and staffing allows.

FEES AND ELIGIBILITY

The fees are \$6.00 per session, payable to the supervisors. Regular payments need to be made, at least fortnightly. The attendance fees for children attending on a casual basis need to be paid on the day. Arrangements can be made to direct debit fees if requested. Late payment of fees will not be accepted. Any family not making regular payments for attendance will not be able to continue to use this service. Children from other schools are welcome to participate up to the age of Year 8

ENROLMENT

Parents/Whanau wishing to enrol their child in the After School Care Programme, must complete and sign an enrolment form (attached) which includes all necessary personal details about their child and a section agreeing that their child will abide by the safety and organisational guidelines of the programme. An available emergency contact must be provided.

STUDENT SAFETY

There is an expectation that all children being cared for will be safe at all times. Parents and children agree to abide by the rules of the programme at all times. Children are given clear guidelines about behaviour and safety of others. If they are unable to meet these expectations, their continued placement in the programme is called into question. In the event of a child's behaviour not being moderated, the family/whanau will be contacted and the child's continued participation discussed. Children must keep to the boundaries of the After School Care programme and remain in sight of a supervisor at all times.

ABSENTEES

If a child is booked in to the programme but is not going to attend, the parents/caregivers must notify the school office before 2.30pm so the child can be removed from the list.

COLLECTION OF CHILDREN AT THE END OF THE PROGRAMME

All children must be collected before 5.15pm at night and signed out in the attendance register before they leave.

If you have not collected your child from Kids Klub by 5.15pm, you will be charged an extra \$5.00 and so on every 15 minutes, eg. By 5.45 you would owe \$15.00. Please note that this penalty would not be covered by Winz. So please think about the bigger picture when you are coming to pick up your children late and note that we will strictly adhere to the penalties.

Any child not collected will be passed to the duty teacher and arrangements made for their safety. Children walking home become the responsibility of their parents immediately after they sign out and leave the school grounds.

Masterton Primary School Kids Klub



Information / Enrolment Form

Child's Surname: _____

Child's First Name: _____

Address: _____

Home Phone: _____

School Child Attends: _____

Parents Name: _____ Mother / Father / Caregiver

Work Phone: _____ Cell Phone: _____

Parents Name: _____ Mother / Father / Caregiver

Work Phone: _____ Cell Phone: _____

Emergency Contact (different from above)

Name: _____ Relationship to child _____

Phone: _____ Cell Phone: _____

Medical Conditions: _____

Doctor: _____ Phone: _____

If your child is to attend Kids Klub on a regular basis please circle below what days they will be attending or circle casual.

Monday Tuesday Wednesday Thursday Friday Casual

Will you be collecting your child from Kids Klub? Yes / No

Will your child be walking home from Kids Klub at 5.15pm? Yes / No

If other arrangements are required for the release of your child please indicate:

My child will abide by all rules and boundaries applying to the Kids Klub Programme. I/We understand that their failure to do so will mean their exclusion from the Kids Klub Programme.

Signed: _____ Parent / Caregiver Date: _____