



After School Care Programme (Roto AS Care)

Parent Information

Roto AS Care Programme

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AFTER SCHOOL CARE POLICY

Rationale:

At Roto-o-Rangi Primary School we wish to provide the students with an After School Care Programme so that parents can leave their children in a safe and supportive environment at the end of the school day.

Purpose:

1. That all students of Roto-o-Rangi Primary School and other local children will be allowed the opportunity to attend an After School Care programme.
2. That all parents of Roto-o-Rangi School and other local parents have a safe and secure place where their children will be cared for at the end of the school day within the school environs.
3. That students attending the After School Care programme have a safe, secure and supportive environment.

Guidelines:

1. The Roto-o-Rangi School After School Care programme will be known as Roto AS Care.
2. The Roto AS Care programme will be open from 3.15pm - 5.30pm following a school day.
3. The Roto AS Care programme is situated in the MP Room.
4. The Roto AS Care programme will include homework, afternoon tea, planned activities - art and crafts, physical activities and semi organised free time (which will be dependent on the weather.)
5. The Supervisor will be over the age of 20 years.
6. The Principal and Board of Trustees will be the overall governing body of the Roto AS Care programme.
7. Parents / Caregivers must enrol students on the appropriate form provided by the After School supervisors and have completed and signed the parent contract.
8. Accounts are payable on a monthly basis.
9. Roto-o-Rangi School will provide information and contacts so that students from Cambridge town may access After School Care within Cambridge town through the ELIM Community Trust.

Reviewed: 2014

WELCOME TO THE ROTO AS CARE PROGRAMME

The Roto-o-Rangi After School Care Programme is located in the MP Room and is open between 3.15pm and 5.30pm, Monday to Friday, during school terms.

1. All students are welcome to attend, including children not enrolled in the school.
2. A combination of outdoor activities and indoor activities will be provided throughout the week, dependent on weather and availability.
3. Children are encouraged to do their homework.
4. Children are provided with afternoon tea.

The following information provides more detail around the AS Care Programme.

ACTIVITIES – ARTS AND CRAFTS/SPORTS/HOMEWORK

Afternoon activities may include art, craft, drama, dance, cooking, games, DVDs, e-learning activities, playing in playground, outdoor games, etc.

Children are encouraged to do their homework after afternoon tea. The supervisor may be available to assist with questions regarding the homework tasks but they **will not** be assisting your child to do the homework, nor insisting a child does their homework during this time.

AFTERNOON TEA

A healthy but simple afternoon tea will be provided for attendees. This may include, sandwiches, baking, fruit or similar and a drink.

Any children with allergies to certain foods will be accommodated. This information must be recorded on their enrolment forms.

ABSENCES

Once your child's name is on the roll we expect them to be at the programme unless you, the parent/caregiver have notified us otherwise. This can be done by contacting the school office or leaving a message on the supervisor's phone. If the school office is closed, please phone the Supervisor directly.

BEHAVIOUR MANAGEMENT

We adhere to the school's Behaviour Management Policy. We use behaviour management techniques that encourage positive interactions by praising and encouraging appropriate behaviour, such as using the school Values.

Our Behaviour Management Plan will be used to encourage positive behaviour but will address any inappropriate behaviour with consequences in a constructive manner. Every effort will be made to settle your child into the programme. However, if your child's behaviour is consistently inappropriate or harmful to the other children, you will be asked to remove your child from the programme.

BOOKINGS

It is preferable that parents provide a permanent schedule for booking their child into After School Care to assist with planning for food and activities.

There is a provision for bookings on a casual basis.

Permanent – This is used when families know how many days a week their child/ren will be using the ASC every week. Changes can be made if circumstances dictate.

Permanently booked children will have priority if the programme becomes over-subscribed.

Casual – attendance is irregular and generally done on short notice.

CHILDREN WITH SPECIAL NEEDS

Where a child has special needs the school and the parents will work with the after school care supervisor to make the necessary provisions to ensure the child's safety and care while at after school care.

COLLECTING YOUR CHILD

So that we know where all the children are, when you collect your child, it is essential that you sign your child out on the daily roll sheet. The Supervisor will show you where this is.

If a person arrives to collect your child and we have no knowledge of this person, then we are obliged (for the safety of your child) to keep the child in our care until you have been located for consent. We require prior notification from you if the person picking up your child differs from your enrolment sheet.

COMPLAINTS

If you have a complaint, please approach the Supervisor, Administration Office in school or school Principal. They will be happy to assist you with your concerns.

EMERGENCIES

Our Supervisor holds a First Aid Certificate and is trained to deal with emergencies. In the case of a serious accident involving your child the staff will phone 111 AND then contact you, or take your child to the Cambridge Medical Centre. In a civil emergency the staff will remain at the school until all children are collected.

ENROLMENT

Enrolment is finalised upon completion of the enrolment form and the signing of the parent contract. It is crucial that we have up to date information, so please inform the supervisor of any relevant changes to the enrolment details as they arise.

FEES

Fees per child, for the Roto AS Care Programme have been set as follows:

Daily Fee from 3.15pm-4.15pm \$6.00

Daily Fee from 4.15pm-5.30pm \$2.00 per 15 mins after 4.15pm

Please remember that the programme closes at 5.30 pm. An extra charge of \$5 per 15mins will be charged after 5.30pm.

For a family of 3 or more children, please talk to the school about a family rate.

Payment:

Bank Account Details for Roto AS Care payments is as follows:

Bank: BNZ

Account Name: Roto-o-Rangi School **Account Number:** 02 0316 0126443 00

Reference: Invoice Date and Child/ren names (especially where different to parent surname)

- Invoices are issued each month with the school accounts and parents are required to pay fees owing, monthly.
- All fees paid can be receipted upon request.
- Cheques should be made payable to Roto-o-Rangi School and handed to the Supervisor or School Office. Fees can also be paid by cash at the school office or by internet banking.
- We regret that there are no refunds on fees.

Cancelled:

Notification before 10am – where children are absent due to medical conditions, or other genuine reasons, and the school have been notified before 10am, fees may be waived. These will be considered on a case by case basis. Please contact the school office.

Notification after 10am – if you cancel the booking after 10am on the day your child was to be in the programme, the full fees are payable.

Full fees will be charged if your child is not signed out on the Daily Attendance Register when they are collected. Your child's safety is extremely important to us so we NEED to know that they have been picked up safely.

POLICIES AND PROCEDURES

Please see the Supervisor if you wish to view our policies and procedures folder. It contains information on health and safety, making complaints, employment practices, etc.

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 the programme, parents will be called and asked to collect them.

For any further queries please contact the school office. Tel: 07 827 1727 between 8.30am – 3.00pm or email: office@rotoorangi.school.nz . After 3.00pm, please phone the Supervisor on the number below.

Supervisor: Jackie Richardson Ph. 027 394 1634

If you have any queries or concerns please contact the Supervisor.

WE LOOK FORWARD TO CARING FOR YOUR CHILD

Roto AS Care Enrolment Form

Phone: 8271727 / 027 394 1634

Account Enquiries: office@rotoorangi.school.co.nz

Starting Date:

Child's Name:

Room Number:

Gender:

Date of Birth:

Home Address:

Home Phone

Email:

Mother's Name:

Place of Work:

Work Phone: Mobile:

Father's Name:

Place of Work:

Work Phone: Mobile:

EMERGENCY CONTACTS

Name:

Phone Number:

Relationship to Child:

Mobile:

Name:

Phone Number:

Relationship to Child:

Mobile:

Days of enrolment (please circle) Monday Tuesday Wednesday Thursday Friday Casual

People authorised to collect your child

Name:

Phone Number:

1.

2.

3.

Child's Doctor

Any medical information we should know e.g. allergies, dietary restrictions, medication, or any other medical issues:

Personal information we should know e.g. Parents separated - dual custody, restraining orders or special needs or interests. Copies of documents must be provided.

Photographs:

I give permission for my child to have photographs taken which may be used in school promotional material, newsletters, notice boards, tiqbiz, facebook and our website. **Yes/No**
I wish to enrol my child in Roto-o-Rangi After School Care Programme (Roto AS Care).

1. I have been given, read, understood and signed the Terms of Enrolment.
2. Privacy Act 1993: The information regarding your child that you have supplied is for the safe and effective operation for the programme and will not be shared.

Parent/Caregiver Name:

Parent/Caregiver Signature: Date:

Roto AS Care Programme

Terms of Enrolment

Parents - please sign this contract to complete the enrolment form.

If you have any questions about the After School Care Programme please do not hesitate to ask for help from the Supervisor or School Office. Copies of the signed contract will be issued to the parents and the Roto AS Care Supervisor.

I / We agree and acknowledge:

1. I have read and understand the information provided.
2. The supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
3. All care will be taken to provide supervision of the children attending the programme in accordance with the programme and procedures. I acknowledge however, in signing this form that neither the staff nor the management of the Roto-o-Rangi After School Care Programme (Roto AS Care) will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the After School Care Programme.

Please print

Name of child: _____

Please print

Name of Parent/s: _____

Signature of Parent/s: _____

Date: _____

