



**Elm Park School**  
Empowers all learners to achieve their personal best

# **KIDS KORNER**

Before and After School Care Programme

General Information

Elm Park School

Gossamer Drive

Pakuranga

Phone: 577 0198

Email: [kidskorner@elmpark.school.nz](mailto:kidskorner@elmpark.school.nz)

Supervisor: Kirstie Miller

Venue: School Hall and Buildings

Procedures Handbook available on request

## BEFORE AND AFTER SCHOOL CARE

### **AIM AND VISION**

We aim to provide a safe, stimulating and comfortable environment for the children, taking into account their individual needs. We will ensure staff act professionally and consistently at all times. We look forward to working together to provide a well balanced programme for your child where they will be happy and safe.

### **POLICIES AND PROCEDURES**

A copy of the Policies and Procedures handbook is available for parents to read on request.

### **HOURS OF OPERATION**

#### **Before & After School**

7:00 am – 8:30 am

3:00 pm – 6:00 pm

Please note - Kids Korner commences at the end of each school day. In the instance of school finishing early, Kids Korner will open early to accommodate these times.

### **PROGRAMME FORMAT**

#### **Morning**

7:00 am – 7:30 am Quiet time

7:30 am – 8:20 am Free time

8:20 am – 8:30 am Clean up

#### **Afternoon**

3:00 pm – 3:15 pm Register checked

3:15 pm – 3:45 pm Afternoon tea

3:45 pm – 4:30 pm Homework or quiet reading

4:30 pm – 6:00 pm Playtime

### **ATTENDANCE**

#### **Morning**

Parents are requested to phone in if a child is to be absent. If a child does not arrive for a morning session the parent will be phoned to confirm their whereabouts.

#### **Afternoon**

A roll call will be taken to ensure all children booked for the afternoon are present. In the event of any child not arriving as expected, staff will check with the school office to verify the child attended school that day or look up the child in eTap. Staff will look in the school grounds, if the child is still not found we will follow the process as outlined in our Policies and Procedures and contact parents to ascertain the child's whereabouts.

#### **Non Attendance (Refer to Fee Structure Sheet)**

Parents are required to notify Kids Korner if their child will not be attending. In the case of the before school programme, by 7am or the after school programme, by 2.30pm. If a message is not received the usual charge will apply. A message can be left if the phone is unattended or emailed to [kirstie@elpark.school.nz](mailto:kirstie@elpark.school.nz) or a note can be written in the comments column of the daily roll. Non attendance without notification will be charged at the normal rate.

#### **Emergency Placements (Refer to Fee Structure Sheet)**

This refers to children not collected from school by 3:15 pm. Referrals to Kids Korner are made by the school office or teaching staff, in the interest of the child's safety.

## **PAYMENT OF FEES**

### **Permanent users:**

Accounts will be updated online on Tuesdays for the previous week and must be paid within seven (7) working days. You will need to check your account to ensure there are no outstanding amounts.

After you have enrolled in Kids Korner you will be sent a link to your account/spreadsheet which you will need to have access to for future reference and to check your account weekly.

### **Casual or Emergency Placement:**

Payment for either of these services must be made within seven (7) working days.

### **Late Pick-up Fee**

If your child is not collected by 6:00 pm, a charge of \$2.00 per minute will be made. This will be added to your weekly account.

### **Method of Payment:**

Payments can be made in the the following ways, the top two options are the preferred payment methods

- Direct payments may be made into the Kids Korner Bank Account (the most preferred option)
  - Account details: 12-3109-0012543-04
- An automatic payment set up
  - Account details: 12-3109-0012543-04
- EFTPOS at the school office
- Cash payment can be made directly to the Supervisor and a receipt will be issued

*Please verify with the Supervisor your method of payment.*

## **ILLNESS, ACCIDENT OR INJURY**

If your child becomes ill or is injured and requires medical attention you will be notified. If the injury requires urgent medical attention an ambulance will be called if you or other emergency contact people cannot be contacted to advise the treatment of your choice. With regards to an accident, the Accident Register will be filled out and signed by a staff member and sighted and signed by the parent. The Supervisor may suspend eligibility to attend Kids Korner if a child is suffering from or showing signs of having a contagious or infectious disease or illness.

## **SIGNING IN AND OUT**

All children must be signed in each morning and out every afternoon. Children will only be released to people authorised to collect them. If there is going to be any change as to who collects your child please notify the Supervisor.

## **DISCIPLINE**

We follow the Elm Park School Rules and the Discipline Procedures. Parents will be informed of any disciplinary action taken by staff. Any action taken is recorded on the Incident/Behaviour Register which is signed by the staff member who dealt with the situation, it is then sighted and signed by the parent, it is also recorded in eTap.

## **COMMUNICATION**

We appreciate all feedback from parents and the Supervisor is available to discuss any issues that may arise regarding their child or the programme.

## **ALLEGATIONS OF ABUSE**

Kids Korner supervisor will comply with all procedures as set out in the Policy and Procedures Handbook.

## **COMPLAINTS**

Kids Korner supervisor will deal with all complaints as set out in the Policy and Procedures Handbook.

## **TOYS**

We would prefer children not to bring their own toys to Kids Korner. If children do bring a personal item from home, Kids Korner will take no responsibility for its safe keeping.

## **PARENTS RESPONSIBILITY**

- Complete enrolment form.
- Ensure all contact details are kept up to date and any care changes are up to date.
- Inform Kids Korner of any non-attendance.
- Pay fees as agreed in Enrolment Contract.
- Collect children on time.

## **KIDS KORNER RESPONSIBILITY**

- Ensure the safety and well being of all children attending the programme.
- Discuss with parents any issues requiring their input.
- Comply with Policies and Procedures.
- Assist children with their homework.

## **EMERGENCIES**

Kids Korner will comply with all emergency procedures as set out in the Policy and Procedures Handbook.



**Cancellation of Service**

If you **no longer require the services of Kids Korner** you are required to **inform the Supervisor** and put it in writing, an email is acceptable. If you are receiving a subsidy from WINZ it is your responsibility to inform them of the changes to your circumstances.

**Non Payment of Fees**

In the event of outstanding fees of four (4) weeks non-payment, the debt will be passed onto a Debt Collection Agency and any added expense incurred will be the responsibility of the parent. Children will not be able to attend Kids Korner once it is in the hands of the debt collector. It is a matter of courtesy to let either the Kids Korner coordinator or the accounts person know if you are having difficulty with your account, notification will eliminate any unpleasantness.

**Confidentiality**

All the information in the enrolment form is for the purpose of your child's safe keeping, it will not be used for any other purpose and remains the property of Kids Korner.

**Special Note**

Please read this very carefully as you will be signing your agreement to the above conditions on the Enrolment Contract.

## **Contract agreement**

Please read all the general information carefully and the information regarding the enrollees responsibility regarding payment before you sign the contract.

Each child needs to have an enrolment form filled in with all the details included and a signed contract. It is vital all the medical and emergency contacts are filled in. Should any information change it is the enrollees responsibility to ensure the Kids Korner's coordinator is informed and all information updated.

Please note in the event the child's billing circumstances change, each person that is to be billed must sign a contract with up to date information. If this is not done the accounts person will bill the original enrollee and they will be responsible for full payment. Verbal agreements will not be entered into.

*In accordance with the Privacy Act 1993, the Elm Park School Board of Trustees / Kids Korner will only use the above information for administrative and approval purposes (MSD).*

*A copy of Kids Korner Policies and Procedures are available in the Supervisor's Office*





**Child information**

	<i>First name</i>	<i>Surname</i>	<i>Age</i>
<i>Child 1</i>			
<i>Child 2</i>			
<i>Child 3</i>			
<i>Child 4</i>			

**Parent/Guardian Information**

First name	
Surname	
Relationship	
Address	
Work phone number	
Cell number	
Email	

**Emergency or Other People authorised to pick up children contact information**

First name	
Surname	
Relationship	
Address	
Work phone number	
Cell number	
Email	

**Medical/Allergies/Medication information** for \_\_\_\_\_  
Condition:

Treatment:

***Specific or important Religious or Cultural information staff should know:***

***Bookings Required***

**Before school care (Please circle)**

Permanent

Casual

**Days attending**

Monday

Tuesday

Wednesday

Thursday

Friday

**Approximate Drop Off Time**

\_\_\_\_\_

**Commencement Date**

\_\_\_\_\_

**After school care (Please circle)**

Permanent

Casual

**Days attending**

Monday

Tuesday

Wednesday

Thursday

Friday

**Approximate Pick Up Time**

\_\_\_\_\_

**Commencement Date**

\_\_\_\_\_

**Please use this space to share any other information you think we may require**

**Contract Agreement**

I agree to the terms and conditions set out in the Information Pack and Enrollment Agreement.

I agree to the term and conditions set out in the fee structure.

I understand Kids Korner will be following the same rules and behaviour procedures as Elm Park School.

I agree to an ambulance being called in the event my child is involved in a serious incident and I cannot be contacted to advise the treatment I wish for my child.

I agree to keep my contact details updated at Kids Korner

I agree to pay my account within seven (7) working days of receiving the account.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

When approval is required

\_\_\_\_\_

Date \_\_\_\_\_

Trish Plowright  
Principal