



Elm Park School
Empowers all learners to achieve their personal best

KIDS KORNER

Before and After School Care Programme
Holiday Programmes

Elm Park School
Gossamer Drive
Pakuranga

Phone: 577 0198

Email: kidskorner@elmpark.school.nz

Supervisor: Kirstie Miller

Venue: School Hall

Attached: Parent Information Sheet
Fee Structure
Enrolment Form and Agreement

KIDS KORNER
BEFORE AND AFTER SCHOOL CARE AND HOLIDAY PROGRAMME
INFORMATION SHEET

Welcome Parents and Caregivers

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.

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.

Holiday Programme

7:30 am – 6:00 pm

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 and children marked off

3:15 pm – 3:45 pm Afternoon tea

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

4:30 pm – 5:00 pm Playtime

5:00 pm – 6:00 pm Free time

ATTENDANCE

Morning

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

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. If so they will then go to the classroom, 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 phone is unattended or emailed to 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 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 issued on Tuesdays for the previous week and must be paid within the same week as invoiced. A link to your account will be emailed to you initially and you will be able to bookmark this link and check it weekly to confirm amounts owing.

Casual or Emergency Placement:

Payment for either of these services must be made within 3 working days.

Method of Payment:

Our preferred method of payment is a weekly direct credit into the Kids Korner Bank Account: 12-3109-0012543-04 Alternatively payment can be made directly to the Supervisor and a receipt will be issued. With regards to cash payments, the amount is logged on the daily roll sheet and signed by the person paying. EFTPOS is also available through the school office. The office will in turn notify Kids Korner and a receipt will be issued.

Please verify with the Supervisor your preferred method of payment. In order for your child to have continued access to Kids Korner, please ensure that your account is kept up to date at all times.

ILLNESS, ACCIDENT OR INJURY

If your child becomes ill or is injured and requires Medical attention while attending Kids Korner, parents will be notified. If the injury requires urgent medical attention they will be taken to the nearest Accident & Emergency Clinic. 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 work hard to ensure your child is safe and happy. We follow the Elm Park School Rules and their Discipline Procedures to achieve consistency. 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.

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.

EMERGENCIES

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

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.
- 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.
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We look forward to working together to provide a well balanced programme for your child, where they will be safe, but most of all happy.

POLICIES AND PROCEDURES

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

Cancellation of Service

If you **no longer require the services of Kids Korner** you are required to **inform the Supervisor** and sign out your child on the enrolment form. If you are receiving a subsidy from WINZ it is your responsibility to inform them of the changes to your circumstances.

Early Arrival Fee

If your child arrives at Kids Korner prior to our opening time of 7:00 am, there will be a charge of \$2.00 for each minute. This will be added to your weekly account.

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.

Non Payment of Fees

In the event of any outstanding fees, this debt will be passed onto a Debt Collection Agency and any added expense incurred will be the responsibility of the parent. If the outstanding amount is not paid by the start of the next school term, your child will be considered not enrolled at Kids Korner. We do not wish to offend anyone by this business practice.

Special Note

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

Confidentiality

All the information in this 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.

Kids Korner

Elm Park School Before and After School Care/Holiday Programme

Enrolment Contract

1st Child _____
Surname _____
First Name _____
DOB _____ Male / Female (circle)

2nd Child _____
Surname _____
First Name _____
DOB _____ Male / Female (circle)

3rd Child _____
Surname _____
First Name _____
DOB _____ Male / Female (circle)

4th Child _____
Surname _____
First Name _____
DOB _____ Male / Female (circle)

Parent or Guardian

Surname _____
1st Name _____
Relationship _____
Home Address _____

Surname _____
1st Name _____
Relationship _____
Home Address _____

Day time Ph No _____
Home Ph No _____
Email: _____

Day time Ph No _____
Home Ph No _____
Email: _____

Emergency Contacts

Surname _____
1st Name _____
Relationship _____
Home Address _____

Surname _____
1st Name _____
Relationship _____
Home Address _____

Day time Ph No _____
Home Ph No _____
Email: _____

Day time Ph No _____
Home Ph No _____
Email: _____

People Authorised to Collect child

Surname _____
1st Name _____
Relationship _____
Home Address _____

Surname _____
1st Name _____
Relationship _____
Home Address _____

Day time Ph No _____
Home Ph No _____
Email: _____

Day time Ph No _____
Home Ph No _____
Email: _____

Please ensure Supervisor is notified of any Custody Agreements or Court Orders regarding your child.

Medical Information

Family Doctor _____
Address _____

Ph No _____
Any other information we may require _____

Allergies _____
Medication _____
Medical Conditions _____

Any self medication _____

Religious and Cultural Information

Please list any religious or cultural information we would need to know concerning the well being of your child while in our care: _____

Bookings (Please indicate the type of booking required)

Before and After School Care

Permanent Casual

Days Attending

Monday Tuesday Wednesday Thursday Friday

Time Attending

Morning Afternoon

Drop off time _____ Pick up time _____

Commencement date _____

Holiday Programme

Permanent Casual

Days Attending

Please complete Holiday Programme enrolment form

Time Attending

Please complete Holiday Programme enrolment form

Please use this space to detail any other information we may require to ensure the complete well being and safety of your child while in our care:

Termination of service

Date finished _____ Fees owing _____

Receipt _____ Paid _____

Signature _____

Contract Agreement

I / we hereby agree to the terms and conditions set out in the Parents Information Pack and the Enrolment Agreement. Yes No

I / we agree to the terms and conditions set out in the Fees Structure.
 Yes No

I / we agree to Kids Korner following the same rules and Discipline Procedures as Elm Park School.
 Yes No

I / we agree to our child being taken to the Accident & Emergency Clinic if required.
 Yes No

I / we have read the terms and conditions and agree to abide by them.
 Yes No

I / we agree to make my child aware of the rules and conditions of behaviour.
 Yes No

I / we agree to make regular payments to my account.
 Yes No

Name _____ Date _____

Signature _____

When approval is required:

Trish Plowright
Principal

Thank you for taking time to complete the enrolment form, we look forward to working with you to ensure your child's time with us is of the highest quality.

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 Supervisors Office