



### Our Philosophy

**We believe in providing a service where children are cared for in a safe environment, are respected and valued as individuals.**

**We believe that children need a strong sense of self worth.**

Director : Shirley Wensor  
After Hours: 810 8335  
Mobile : 027 655 6398

**Kids Club Mobile: 027 604 0907**  
School Office Phone: 810 9607

Member of NZOSCAR and OSCN



## ***Welcome to the Kids Club - Waitakere***

### **Mission Statement**

The aim of the programme is to provide quality care and recreation for children. To provide a child centred programme, in a secure environment allowing each child to play and learn with confidence. We believe that children learn best when they are free to play at their chosen activities, socialising with peers of their choice. Our aim is to provide a service for parents and caregivers that will give peace of mind. We pledge to listen to our parents concerns and ideas and where possible act upon them.

### **Director**

As Director of Kids Club – Waitakere I would like to introduce myself. My name is Shirley Wensor and I have been working at Tirimoana School for 24 years. I am married with a grown up family of four sons, two daughter-in-laws, five grandsons and 2 granddaughters. As Executive Officer at Tirimoana School I have, over the years, been associated with the running of the programme at that school. I started Kids Club-Waitakere in October 2002.

### **Staff**

Staff are chosen for their experience and ability to relate well to the children. There will always be staff on duty who hold current first aid certificates.

### **Ratios**

We have a staff ratio of approximately 1 adult - 10 children.

## **Where are we ?**

Kids Club-Waitakere is located in their Clubrooms at Waitakere Primary School.

Kids Club-Waitakere hours

Before School Care 7.00am – 8.30am

After School Care 3.00pm - 5.30pm

## **Bookings and Enrolments**

You will need to meet the Supervisor to discuss your child's requirements and complete an enrolment form before your child can attend the programme.

Bookings are required for all children attending the programme.

There are two types of bookings > Permanent and Casual.

**Permanent:** When children are booked in for set days each week.

**Permanent Fees:** Payment for children who attend on a regular basis will be invoiced weekly. Payment is due weekly on receipt of the invoice.  
Due to limited numbers you will be charged if your child is absent to hold the booking.  
If we are not notified of absence there will be a no notification charge of \$5.00.

**Casual :** When children are booked in for occasional days only.

**Casual Fees :** Payment for children who attend on a casual basis is due when they are collected.

A penalty fee will be charged if children are not collected by 5.30pm. \$5.00 charge 5.45pm - \$10.00 charge 6.00pm.  
Failure to keep payments up to date will result in your child being excluded from the programme.

## Fees

### Kids Club - Waitakere

	<u>Cost per day</u>
<u>After School Care</u>	3pm-5.30pm
1 child	Full session \$ 18.00
2 children	\$ 30.00
3 children or more	\$ 42.00
	3pm – 4.15pm
<u>Late Pickup Charges:</u>	Minimum \$12.00
5.45pm \$5.00	After 4.15pm the full
6.00pm \$10.00	session fee is charged.
per child extra	
<u>No notification Charge:</u>	<b>Note:</b> For casuals only: the
\$5.00	daily casual fee is \$16.00
	no minimum fee for casual.
<u>Before School Care</u>	
Cost per child 7am-8.30am	Full session \$10.00

## Payments

**Cheques made to Kids Club – Waitakere** and all payments are due on receipt of an invoice. **Fees are to be paid weekly** unless arranged with the Director.

**Online payments to account - 06 0185 0087391 00**

**Please make sure you put the Invoice number as reference as well as your child's name.**

The days you have your child booked in you will be charged for regardless if your child attends or not. This is to hold the booking as numbers are limited.

For the safety of your child the Supervisor, Director or the school office needs to be informed if your child will not be attending on any pre-arranged days. Failure to do this incurs a no notification charge.

Any teacher only days there will be a minimum charge.

You are not charged for any public holidays.

## Subsidy

Some families may qualify for an OSCAR subsidy. Please discuss this with the Supervisor or Director.

## Meals

Breakfast is provided at the morning session and afternoon tea is provided for children who attend Kids Club at no extra cost.

## **Timetable**

### **Mornings**

7.00 am	Breakfast served as children arrive Quiet time with simple activities
8.30 am	Children sent to classrooms

### **Afternoons**

3.00 pm	attendance check and snack time
3.20 pm	free play inside or outside
3.45 pm	group games/crafts etc
4.30 pm	homework time, crafts, board games, reading etc
5.15 pm	clean up time
5.30pm	programme closes

## **Activities**

We have equipment and activities for the sole use of the children in the programme.

The programme covers a wide variety with staff varying the use of equipment and activities daily.

Examples of some of the equipment available for children but we run a planned and very organised programme with lots of variety.

- \* Wooden Blocks
- \* Garage and cars
- \* Lego, Kinex, Mobilio
- \* Dolls House
- \* TV and Videos
- \* Barbie Dolls
- \* Army soldiers
- \* Cars, garage and roadways
- \* Books, Card games
- \* Jigsaw puzzles/board games
- \* Art & Crafts
- \* Music
- \* Balls/Hula Hoops/Skipping Ropes
- \* Basketball hoops
- \* Organised sports
- \* Homework Time available

## **Things you need to know: ☺**

You are required to telephone or text the Supervisor or Director before 6.45am or 2.00pm if your child is attending casually or NOT attending for the day.

Parents or caregivers are required to record the time of drop off/collection and sign in or out daily in the daily sign in or sign out book.

All children must be collected by a parent or person named on the enrolment form and must say hello or goodbye to Staff. This ensures that staff are aware that the child has been dropped off or taken home. This helps to encourage manners in young children.

Children must follow the guidelines of appropriate behaviour set by Kids Club-Waitakere staff at all times.

Inappropriate behaviour could result in the child being excluded from the programme, for a set time or permanently.

The service is open to all children of working parents or caregivers.

Children are responsible for their own bags and belongings and parents or caregivers are asked to ensure children take them home daily.

A sun hat needs to be a Kids Club during the summer terms to enable outside play.

It is not advisable for your child to bring toys or food to the programme and no responsibility will be taken for loss or damage.

The programme is for students up to and including Year 8 only.

While this is a fun place for the children to be, please keep in mind the children have been waiting for the adults after a long day at school.

Contact : ☎

Daily communication to Kids Club mobile 027 604 0907  
Shirley 027 655 6398 (after hours 810 8335) or the  
School Office phone 810 9607

