

## **ST. BENEDICT'S SCHOOL**

### **2018 PARENT CONTRACT AND PARENT INFORMATION SHEET**

#### **WELCOME TO THE AFTER SCHOOL CARE PROGRAMME (ASC)**

## **PROGRAMME**

### ***Enrolment Process***

Parents wishing to have their child(ren) enrolled in the ASC programme are asked to complete an enrolment form. Families with more than one child may use the same form. Please pass on the completed form either to the ASC programme supervisor (Ms Cathy Woods) or email to [cathy.woods@st-benedicts.school.nz](mailto:cathy.woods@st-benedicts.school.nz). After checking for available space, the ASC programme supervisor will inform you directly if we can accommodate your request for enrolment.

### ***Wait List Criteria***

If there is no space available on the day(s) you are requesting, then your child's/children's name will go onto our Wait List once an application form is completed and handed to the After School Care Programme Supervisor. Clearly state which days you are requesting, and your preferred start date. If you have an end date, do record it as this is helpful information.

Priority is given to siblings, and students already in the programme looking to change days. After that a "first in, first served, and as space permits" policy will apply. This is carried out in a fair manner and by moving names up the queue as space becomes available. In the event a student is offered a place for a day(s) and they are unable to take it, the place shall be offered to the next person on the Wait List and so on until the position is filled.

The school operates separate Wait Lists for each day of the week. Students who are offered but decline a place will be removed from the waitlist(s) for the day(s) they have declined. This will not affect your place on the waitlists for other days. If you wish to return to the Wait List for a day(s) you have declined, you will need to indicate this by completing a new application for that day(s).

You will be informed as soon as a space becomes available. Unfortunately, we are unable to guarantee a place, or predict when a place will become available. Please note that your child(ren) may not be accepted into the programme on all of your requested days. If you no longer require a place on the Wait List, it is helpful for us to know in order to keep the list accurate.

### ***Meals***

We will provide afternoon tea. Please ensure that your child/ren does not bring sweets or "junk" food.

### ***Absences***

Once your child's name is on the roll, we expect him/her to be at the programme unless we have been notified by the parent/caregiver. Making a quick phone call to the school office (telephone 479-6878) before 2.30pm easily does this. If we have not been notified and your child does not arrive at the ASC programme we do everything we can to locate her/him including: calling you and your list of emergency contacts to ascertain your child's whereabouts. *Your child's safety is paramount to us.*

### ***Signing your child in and out***

Each day when you collect your child, it is essential that you sign your child out in the daily roll book. The supervisor will show you where this is. We need to know that your child has gone home safely.

### ***Fees***

Fees will be on a sliding scale for families:

1 child until 4.30pm	= \$12 per day	= \$60 per week
2 children until 4.30pm	= \$19 per day	= \$95 per week
3 children until 4.30pm	= \$24 per day	= \$120 per week

1 child until 6.00pm	= \$14 per day	= \$70 per week
2 children until 6.00pm	= \$23 per day	= \$115 per week
3 children until 6.00pm	= \$30 per day	= \$150 per week

To operate efficiently we require that fees be on time, fortnightly or monthly. A receipt will be issued upon payment. Families using the ASC programme on a casual basis must pay when collecting the children. If you are paying with cash, please see the supervisor for a receipt on the day you pay.

### ***Policies and Procedures***

Please see the supervisor if you wish to view a hard copy our Policies and Procedures. It contains detailed information on health and safety, making complaints, employment practices, etc. A soft copy version can be read by clicking on the following link below.

### **[After School Care Policy and Procedures](#)**

### ***Behaviour Management***

We use behaviour management techniques that encourage positive self-esteem development. It is our goal to ensure that students and families experience an environment where they are safe, secure, respected and one in which their dignity is protected. This is done through the use of positive reinforcement and by creating a stimulating and varied programme to ensure against boredom. Every effort is made to help your child settle into the programme. If a student's behaviour is consistently disrespectful and/or harmful to others then parents will be asked to remove him/her from the programme.

### ***Emergencies***

Our staff members are trained to deal with emergencies. In the case of a serious accident involving your child, the staff will contact you and take your child to the nearest medical facility. In a civil emergency the staff will remain at the school/or with the students until all students are collected.

### ***Contact Information***

Please inform the ASC staff or the School Office of any relevant changes to your enrolment details. It is vital that we have up-to-date information in cases of emergency or otherwise.

### ***Excursions***

Parents will be informed before any students are taken on outings. You will be asked to complete a permission slip. Whenever the group leaves the school, a note will be left informing callers of its whereabouts.

### ***Child Safety***

The programme has a detailed Child Protection policy, which includes the reporting of any suspected child abuse to the Department of Child, Youth and Family Services (formerly CYPFA).

### ***Complaints***

The programme has a complaints procedure that we follow. If you have any problems please approach the supervisor in the first instance. For those who remain unsatisfied with the initial outcome, the school principal is then available to meet with you should you require it.

### ***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 programme hours, parents will be called and asked to collect them.

### ***Late Fees***

Children need to be picked up before 6.00pm so the school can be closed and security set by 6.00pm. Children not picked up by 6.00pm will be minded and a late fee will be charged. The charge for this will be as follows: 6:00pm-6:15pm a \$20.00 flat fee. Then an additional \$10.00 every 5 minutes after 6:15pm.

To avoid confusion the school bell rings at 6:00pm and again at 6:15pm to indicate the late payment time periods.

In the event that a student has not been collected by 6:15pm and no phone call has been received to explain the situation, the emergency contact person listed for that student will be telephoned and asked to collect them.

The Board reserves the right to cancel the After School Care Agreement with parents who repeatedly arrive late to collect their children.

If you have any queries or concerns, the supervisor is always available to speak with you.

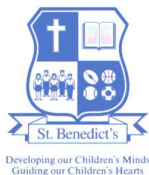
We look forward to getting to know you and your child(ren).

**Ms Cathy Woods**

**Supervisor**

**St Benedict's After School Care**

**Email [cathy.woods@st-benedicts.school.nz](mailto:cathy.woods@st-benedicts.school.nz)**



## ENROLMENT FORM

### Student Details

Name(s): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home address: \_\_\_\_\_

Phone: (Home): \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Your child lives with:

Mother     Father     Stepmother     Stepfather

Other: Please state: \_\_\_\_\_ Legal Guardian: \_\_\_\_\_

### ENROLMENT DETAILS

Please tick the day(s) you would like to enrol your child for:

	Monday	Tuesday	Wednesday	Thursday	Friday
Full time 3.00-6.00					
Part time 3.00-4.30					

Full time care - please tick days and times required

Casual requirements – Days to be notified in advance with the school office.

People authorised to collect your child(ren) are:

\_\_\_\_\_  
 \_\_\_\_\_

**Is there anyone who is not allowed to collect your child(ren)?**

\_\_\_\_\_

### FAMILY DETAILS

Mother's Name: \_\_\_\_\_

Telephone (Bus): \_\_\_\_\_ Mobile: \_\_\_\_\_

Company name: \_\_\_\_\_

Father's name: \_\_\_\_\_

Telephone (Bus): \_\_\_\_\_ Mobile: \_\_\_\_\_

Company name: \_\_\_\_\_

**ALTERNATIVE EMERGENCY CONTACT DETAILS:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_  
Child(ren)'s Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

**ADDITIONAL INFORMATION**

Does your child have any additional health, medical or allergy needs we should be aware of?

Is there anything else that we should know about in order to take good care of your child(ren)?

**Privacy Act 1993:** The information that you have supplied is necessary for the safe and effective operation of the holiday programme. All personal information requested will be destroyed at the completion of your child's time in the programme. You are welcome to review information pertaining to your child's enrolment at any time. ***Information may be viewed by the Ministry of Social Development.***  
**Parents - please sign this contract to complete part one of the enrolment process.**

If you have any questions about the programme or wish to see a copy of the programme policy prior to signing, please do not hesitate to ask the ASC programme supervisor. Both the ASC programme and the parent(s) will receive signed copies of this contract.

I / we agree and acknowledge that:

I have read and understood the above information. The supervisor has my permission to arrange any necessary urgent medical treatment at my cost.

All care will be taken to provide supervision of children attending the programme in accordance with programme policy and procedures. I acknowledge however, in signing this form, that neither the staff nor management of the programme will be liable for any loss or damage (by way of accident, injury, theft, or otherwise) arising out of attendance at the programme.

A student whose behaviour is consistently disrespectful and/or harmful to others will be removed from the programme. The school's Board reserves the right to cancel the After School Care Agreement with parents who repeatedly arrive late to collect their children.

Name of parent(s): \_\_\_\_\_ (Please print)

Signature of parent(s): \_\_\_\_\_ Dated: \_\_\_\_\_