

PARENT INFORMATION

After School Information

Programme Details

K.A.S. Care operates Monday to Friday:

After School Programme: 2.30pm to 5.30pm.

Collection of children after school procedure can be viewed in each centres home page.

A varied, healthy afternoon tea is provided daily.

Homework time is provided daily.

Children are offered a range of safe and challenging activities until they are collected by their caregivers.

Planned activities range from arts and crafts, swimming, music, dance lessons as well as team building and leisure sports activities with an emphasis on having fun and using values in a stimulating and safe environment.

Enrolment Procedures

All families must complete an enrolment form and have a discussion with the Supervisor before the child participates in the programme.

So that we have the correct parent contact information, all registrations must be kept up to date.

Fees, Accounts and Payments

Fees are detailed in the relevant centre pages.

Children are to be collected by 5.30pm each day. A penalty fee may be charged for late pickup of \$20 per hour or part thereof.

If for any reasons out of your control that you are going to be late, then please call the centre and advise the staff.

Accounts will be sent out every fortnight. Overdue accounts may incur a penalty fee. In the event that it becomes necessary for K.A.S. Care to take legal action to recover any outstanding fees, the parent/caregiver will be liable for any and all costs arising from the undertaking of such action.

Payment for all programmes at K.A.S. Care may be made by cash, cheque, automatic payment or internet banking. No change is kept on site. Internet banking details are on the bottom of the invoice.

All families are allowed family vacation time from the programme. 2 weeks notice is required of your intention to take holiday time and you will not be invoiced for this if sufficient notice is given.

If you are eligible for a subsidy from WINZ we will fill out the correct documentation for you. You are responsible for submitting this information and forms to WINZ and you are responsible for following up on the out-come of your application. If for any reason your application is declined the parent or caregiver is liable for any fees that have incurred during this time.

Children with Special Needs and Disabilities:

When applying to enrol your child with disabilities or special needs into the K.A.S. Care programme there will need to be a meeting with the Manager.

We need to assess the needs of the child along with any potential risks or hazards to the child or the programme.

We need as much information about your child to ensure the best possible care for them. All children will be accepted on a daily trial basis which will then change to weekly and then full time.

Activities at K.A.S. Care

All of the programmes at K.A.S. Care are structured around the age and skills of the children.

Some activities offered may urge children to leave their comfort zones and try new challenges. K.A.S. Care staff are trained to help our children feel safe and secure.

At K.A.S. Care we want to help build up the self-esteem in our children through a nurturing caring programme.

All children will have the option of free play as well as structured activities such as arts and crafts in the afternoon.

Collection & Absentee of Children

The collection point for each school is detailed on the centre's homepage.

Parents or caregivers must sign the attendance register when picking up their child from the programme.

Parents will be contacted if the child is absent and the centre has not been notified.

Please refer below for a detailed description of our procedures for collection and absentees of children.

Sun Safe Policy

K.A.S. Care will ensure all children in the programme are sun smart and sun safe by ensuring all children wear hats outside, and ask that parents supply rash shirts (for swimming) to wear. Approved sun blocks will be used on children and all children are offered frequent breaks out of the sun throughout the day.

For children who have skin more susceptible to sun damage, their personal sun screen must be supplied and should be re-applied throughout the day in a more frequent time frame. These children are also to be encouraged to have more regular breaks out of the sun throughout the hottest part of the day. Parents should complete the section on the enrolment form for to advise of any special needs concerning this.

Hazard Checks

All equipment will be checked regularly on our hazard register to make sure all equipment is safe and any equipment found to be faulty or in need of repair will be brought to the attention of Management. Staff will also be checking for any other potential hazards that may be in this area

If any hazard is identified as being an immediate risk to the children, the area will be cordoned off and children not allowed into the area until it has been fixed and given the all clear by management. Our evacuation plan will be on the wall in clear view of parents and will show the evacuation meeting spot.

First Aid / Accidents & Incidents

There will be at least 1 staff member with a current first aid certificate on site at all times. We have a full well-stocked first aid kit. The first aid kit will be stored where children cannot access it.

All accidents and incidents are recorded and are reviewed by Management regularly. Parents are notified by staff of any serious injury or incident that has arisen.

Illnesses and Medication

If a child turns up to the centre who is unwell, or becomes unwell, the parent will be rung and the child cared for by our staff in a quiet area, until collected.

If any child requires medication, a Management for Medication Form must be completed before the staff can administer. These forms are available to print off on the home page of our web site, under 'Other Forms'.

All medications will be stored where children cannot access them.

Children identified with an infectious disease, depending on the disease and the stage of the disease may be asked to go home.

Phone access

There is a cell phone available at all times during the programme.

Holiday Programme Information

Programme Details

K.A.S. Care offers 2 separate Holiday Programmes to better cater for all children's ages and abilities.

Junior Programme (ages 5-8)
Senior Programme (ages 9-13)

K.A.S. Care operates the 1st week of every school term holiday
(Except for Christmas when K.A.S. Care operates the last week of January)

Monday to Friday:

8.00am to 5.30pm

Session Time:

9.00am to 3.00pm

Children are to bring a snack, lunch, drink, sunscreen, hat, togs & rash vest (summer), & raincoat (if applicable) daily.

Drop off, Collection & Absentee of Children

Parents or caregivers must sign the attendance register when dropping off and picking up their child from the programme.

Parents will be contacted if a child is absent.

Enrolment Procedures

All families must complete an enrolment form and make full payment before closing date of the programme.

WINZ forms must be completed and returned to WINZ prior to the programme commencement.

Fees

Fees are to be paid when enrolment is made to secure their placement.

Children are to be collected by 5.30pm each day. A penalty fee may be charged for late pickup of \$20 per hour or part thereof.

If for any reasons out of your control that you are going to be late then please call the centre and advise the staff.

Payment for all programmes at K.A.S. Care can be made by cash, cheque, automatic payment or internet banking. No change is kept on site. Internet banking details will be on the bottom of the holiday programme flyer.

As all our staff are hired two weeks before the start of any programme and rostered on accordingly, Fees are non-refundable. If you would like to swap days before the programme, this must be done within a week of the programme starting and a \$15.00 administration fee may be added to your account.

If you are eligible for a subsidy from WINZ we will fill out the correct documentation for you. You are responsible for submitting this information and forms to WINZ and you are responsible for following up on the out-come of your application. If for any reason your application is declined the parent or caregiver is liable for any fees that have incurred during this time.

Activities at K.A.S. Care

K.A.S. Care offers programmes which are inclusive and developed to cater for all children's needs and abilities.

Our staff are trained and employed in after school programmes as well as holiday programmes, contributing to providing a safe and quality secure environment for the children.

Risk Assessment Management Forms (RAMS) are completed for all K.A.S. Care activities and excursions.

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COLLECTION OF CHILDREN & ABSENTEE PROCEDURES

If a child isn't present for collection from school and K.A.S. Care have not been notified of their absence, the following procedure will be followed by the supervisor of the programme:

1. Parents and/or emergency contacts are contacted to see where the child is
2. Voice and text messages for parents and/or emergency contacts are left
3. A check is done with the school to see if the child was absent for the day The school principal or a representative from the school will be kept up to date with progress.
4. If it has been ascertained that the child was at school and should be attending the programme a search of the school including the sick bay is done
5. If the child cannot be found within a reasonable time frame, confirmation with the parent (if able to reach) is made to ascertain whether a call to the police should be made

If a child is not collected from the programme at the end of the day:

1. Parents and/or emergency contacts are contacted. Voice and text messages are left if no phone contact is made
2. If there has been no response from the parents within 15 minutes of the programme closing, the child will be supervised until an emergency contact or authorised person is located.
3. Children may be taken to the local police station by the centre manager if no parent, emergency contact or authorised person is available within a reasonable time frame of the centre closing.

K.A.S. Care staff will not release a child from the programme to an unauthorised person who is not on the enrolment form. Written permission is also required for children coming or going by biking, walking, bus or taxi.

Children will only be permitted to go with an unauthorised person if:

- The parent or caregiver has called and given permission for that day
- A written note is given to K.A.S. Care advising of a person collecting the children other than who is on the enrolment form
- The parents are contacted for confirmation if neither of these two actions have been done

A form of I.D. must be presented by the person before staff will release the child