

COUNTIESKIDZ

BEFORE & AFTER SCHOOL CARE



Terms & Conditions
2019

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PROGRAM CONTACTS

Site	Name of Site	Hingaia Peninsula School
	Address	171 Hingaia Road Karaka
	Email	Countieskidz@gmail.com
	Phone	09 2993628 (Option 2)

Programme Owner	Name	All Seasons Community Sports Trust
	Contact Number	0228821164
Programme Supervisor	Onsite Mobile	0228821164

Program Manager	Name	Pat Flavell
	Contact Number	0228821164
	Email	countieskidz@gmail.com

Head Office	Address	P.O. Box 88 Clevedon
	Contact Number	021 213 2301
	Email	countieskidz.acc@gmail.com

HOURS OF OPERATION

Before school care: 7am – 8am
After School Care: 3pm – 6pm
School Holiday Program: 7am – 6pm

TENA KOTOU KATOA

At Counties Kidz we aim to provide affordable, quality out of school care and recreation services for families within our local community where children can learn and develop physically cognitively and socially.

Counties Kidz believe that children have the right to be safe and enjoy their out of school time with activities that are fun and appropriate for their age.

POLICIES & PROCEDURES

A copy of the Counties Kidz policies and procedures are available on site at the venue.

PARAMOUNTCY

Counties Kidz abide by the paramountcy principle as described in the Children Young Persons & Family Act 1969.

At Counties Kidz our first consideration is the safety and well being of all children in our care.

WHANAU AND THE COMMUNITY

We at Counties Kidz commit to supporting parents and carers to protect their children. We will ensure communicating honestly and openly with parents and carers about the well being and safety of their child.

We are committed to engaging and listening to parents views with regards to our child protection practice policies and procedures.

CULTURAL DIVERSITY

Counties Kidz acknowledges that Te Tiriti O Waitangi was an agreement between two peoples Tangata Whenua and Tau Iwi and sought to establish the principle partner in life of all people regardless of their cultural or ethnic origin in Aotearoa.

DAILY TIME TABLE

At Counties Kidz we ensure that the programme is a happy and safe environment for the children that attend.

Our programme follows a structured plan of activities every day of the week that we are open.

Here is an example:

PROGRAMME FORMAT

3pm - 3.25pm

Children arrive to the centre, place their bags in a designated area and assemble for the afternoon meeting with the head supervisor.

3.30pm - 3.50pm

Children wash their hands and afternoon tea is served.

4pm - 4.30pm

Free and organised play inside or outside depending on the weather of the day.

4.30pm - 5.30pm

Home work and indoor activities including arts and crafts and board games.

5.30pm - 6pm

Clean up time and parent collection of children and child sign out.

WEEKLY ACTIVITIES (Options)

Monday: Art & Crafts

Tuesday: Multisports

Wednesday: Music & Dance

Thursday: Childrens Choice

Friday: Movies & Popcorn

The weekly activities may change from week to week depending on the weather and the amount of children, attending the programme.

ENROLMENTS

BOOKINGS

Counties Kidz use the Aimy on line booking system www.countieskidz.aimyplus.com for parents to make or cancel their bookings on a day, weekly or term basis. The system will also determine the staffing ratios for the programme each day.

REGULAR - PART TIME OR FULL TIME BOOKINGS

Regular bookings are bookings that are made for a term or more, from one day to five days of the week/term.

CASUAL BOOKINGS

A casual booking is made only when you require to book irregular days or short periods.

CANCELLATIONS

It is important that any additional bookings or cancellations to part time or full time registrations are made with plenty of notice.

If you require a change to your bookings on the same day, please contact or text our administrator Lyn Flavell on 021 213 2301 before 12pm.

Counties Kidz will not be responsible for changes made to your booking after 12pm on the same day.

Cancellation of a regular booking requires a two week notice of period.

A casual booking should be notified twenty four hours prior to the day care is required, although in an emergency we can accept bookings up to 12pm on the same day.

CONFIDENTIALITY

All information provided by parents is confidential and used only by Counties Kidz, however under the conditions of the Ministry of Social Development (OSCAR) who may require access to this information.

PARENT SIGN IN & SIGN OUT

The parent or care giver that collect their child/ren must sign out on the Aimy tablet at the reception desk at the time of pick up.

This is for both the safety of the children and to ensure correct invoicing for your booked services.

Only approved persons will be able to pick up any child from the programme specifically those parents and guardians that are registered in the Aimy system.

Sign In and outs include the holiday programme also.

LATE PICK UP

The after school and holiday programmes are open until 6pm daily.

Failing to collect your child/ren on time will result in a late pick up fine of \$1.00 per minute after 6pm.

When a child has not been picked up by 6.15pm and the staff have not been notified, staff will then proceed to contact other people that are in the Aimy booking system to pick up the child/ren.

Children will be held at the centre and will not be abandoned until they are safely with their family.

For school holiday programmes where a child/ren are picked up later, then the booking end time a surcharge will apply.

BOOKINGS & FEES

How to pay:

Parents that choose to retain a regular booking must pay one week in advance of attending the programme.

Short term payments may be arranged via internet banking directly to the Countieskidz bank account.

CASUAL BOOKINGS

Casual bookings will be invoiced after the child has attended the programme and payment must be made on receipt of your invoice.

REGULAR BOOKINGS

If you make a regular booking for your child/ren then you must pay in advance to secure your place in the programme.

LATE FEE PAYMENT

If you have a problem with payment of fees please contact head office as a variation of payment may be available.

Late payment may incur a charge of 10% and non payment will result in notice being given that your bookings been cancelled.

Late payments may be handed over to our collection agency who will actively seek all monies owed, including penalties fees and may include seeking legal redress.

The rate charged is dependent on a firm booking.

Two weeks notice in writing must be provided if a child is to be withdrawn from the programme or if you would like to change your days of care, other wise a two week fee is payable based on the previous booking

No Refunds are given for absences and all public holidays are charged at the applicable rate for bookings normally required that day.

FEE STRUCTURE

Casual Bookings will be taken if space permits. There is no guarantee of a place in the program and for casual bookings, you will only pay for the sessions booked and attended.

REGULAR FULL TIME AND PART TIME BOOKINGS

This rate is a discounted rate for regular full time and part time bookings. You will be charged for all bookings including absences. Placement is guaranteed for the above bookings.

With regular bookings you pay for the booking, not the attendance.

OSCAR SUBSIDIES

All Counties Kidz programs are Oscar approved by the Ministry of Social Development and parents who meet the criteria can apply for subsidies towards the cost of your child/rens care. Forms and further information is available from our programme manager.

The granting of an OSCAR subsidy is between the parent and Work and Income New Zealand. Counties Kidz cannot guarantee that any parent will be approved for this, however we will assist with the application as required.

Payment Disputes

Where there is a dispute over payment received or not received, Counties Kidz will provide statements to demonstrate monies received and banked. Parents will be required to provide proof that payments were made to the correct designated place. Where this cannot be provided, the parent will be required to complete payment to Counties Kidz.

Damage to Property.

Staff will take due care and responsibility regard the structural and non-structural property and its use. Parents/caregivers may be liable for replacement costs of equipment or property damaged by their child(ren).

PROGRAM FEE'S (As of 1st January 2018)

Before School per child (Hingaia Peninsula Pupils Only)

Full week: \$44

Permanent Part Time: 7.00am to 8.30am - \$9.50

Casual - \$ 11.00 per morning

Late Arrivals: 8.00am to 8.30am - \$5

After School per child (Hingaia Peninsula Pupils Only)

Full School Week: \$88

Part time: \$18.70 (confirmed 1 to 4 days)

Casual: \$20.50 per afternoon

After School Care (Other schools when pick up is required)

Full School Week: \$90

Part time: \$19.50 (confirmed 1 to 4 days)

Casual: \$21.30 per afternoon

Before & After School care per child (Full Time)

Hingaia Peninsula School week: \$126.90

Casual Booking

**Casual booking is when you only require care on irregular days.*