



Massey Kids' Club
Massey University
Orchard Road PN 652
Private Bag 11 222
Palmerston North
Telephone 06 350 5566
Charities Commission
Registration No CC33683

PARENT CONTRACT AND INFORMATION

Welcome to the Massey Kids' Club Out of School Care Programme.

OUR PHILOSOPHY

Massey Kids' Club recognises that the wellbeing of the children within its programmes is paramount. We provide a well-managed service for the community that offers a safe, fun and happy, caring and friendly environment bound by the virtue of respect for one another. The programmes we provide are developed to be inclusive and enhanced by recognising the children's needs and interests based on their different ages, gender, and cultural backgrounds. Children will be given a choice of activities in which they can choose to engage. Every child is regarded as individually important.

ENROLMENT

Enrolment is finalised upon completion of an enrolment form and the signing of this contract. Please inform staff of any relevant changes to your enrolment dates, as it is crucial we have up to date information. Please note three weeks notice is required for termination of this contract. On enrolment, a member subscription fee of \$5.00 will be charged to cover membership of Massey Out of School Care Centre (This is a non-refundable annual fee). This membership fee is payable to either the manager (Jay McCartney) or permanent staff (Michelle Harnett) at the time of handing in the re-enrolment form.

MEALS

We will provide afternoon tea during the afterschool programme, and morning tea also during holiday programmes. Lunches will not be provided unless explicitly stated during the holiday programme so please send your child along with lunch. Please ensure that your child/ren does not bring extra sweets or "junk" food.

ABSENCES

Once your child/ren'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 telephone and leaving a voice message on either the landline or mobile phone before 1.30pm is sufficient. Your message is *always* passed on. If we have not been notified and your child/ren does not arrive, we do EVERYTHING we can to locate him/her, as your child's safety is paramount to us!

In cases of absences please leave a message at either of the Massey Kids Club answer

phones:

(office) **06 350 5566** or
internal extn. **81355** or
(mob) **027 678 4636**.

In all cases, calls must be made prior to 1.30 pm so staff can ensure all children are offered maximum safety and security during the transition between school and club.

COLLECTING YOUR CHILD

If a person arrives to collect your child/ren whose name is not on your enrolment form, then we are obliged (for your child/ren's safety) to keep your child/ren in our care until you have been located for consent. To save embarrassment for all concerned, we would appreciate prior notification from you on this matter. Please remember that the programme closes at 5.30pm.

SIGNING YOUR CHILD IN AND OUT

Each day when you collect your child/ren, it is essential that you sign your children out in the daily roll book. The Supervisor will show you where this is. We need to know when your child has gone home safely. On full day programmes, you will also have to sign your child/ren in.

Fees – Afterschool programme

# Children	Daily
1	\$17
2	\$33
3	\$48

# Days	1 Child	2 Children	3 Children
5	\$75	\$135	\$195

Fees – Holiday programme

# Children	Daily	Wk to 3pm	Wk to 5:30pm
1	\$47	\$165	\$190
2	\$80	\$299	\$320
3	\$110	\$379	\$425

Note: fees are our only source of income. To operate efficiently we require that fees be paid as arranged with the Manager or in **advance** for the holiday programme and **advance weekly** for the after school programme.

FEE PAYMENTS

When you pay, please see a staff member for a receipt. Fees are tax deductible. A weekly record of your payments is recorded on appropriate software.

Please note that you **must** pay for the days your child/ren is booked in for whether s/he attends or not. This is also the case with public holidays where these fall on a normal attendance day. Exceptions to this may be pre-arranged with the manager.

Methods of payment

Internet transfer details:

BNZ
Massey Kids Club
02 0630 0357530 00

When paying by internet, please use your child's last name and indicate whether the payment is for the holiday or after school programme in the reference and code fields.

Cash

Cash can be paid to the supervisor or any permanent staff – you will be given a receipt on payment.

Cheques payable to:

Massey Kids' Club and posted to
Massey Kids Club,
Orchard Road,
Massey University PN 652,
Private bag 11 222,
Palmerston North.

POLICIES AND PROCEDURES

Please see the Manager if you wish to view our *Operations Manual*. It contains detailed information on health and safety, making complaints, employment practices, etc.

BEHAVIOUR MANAGEMENT

We use behaviour management techniques that encourage positive self-esteem development. It is our goal to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected. This is done through the use of positive reinforcement and a stimulating and varied programme to ensure against boredom.

Every effort will be made to help your child/ren settle into the programme. However, if a child's behaviour is consistently harmful to the other children, parents will be asked to remove him/her from the programme.

EMERGENCIES

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

EXCURSIONS

Parent Contract and Information

Parents will be informed before any children are taken on an outing. Whenever the group leaves the centre, 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 detailed complaints procedure, If you have any problems, please approach the Supervisor or Manager, or if necessary a member of the Management Committee and they will be happy to assist you with your concerns,

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 the child. If you have any queries or concerns, the Manager is always available for advice.

SUNSAFE POLICY

A sunsafe policy of "no hat, no play" is in operation. Children will be provided with suitable hats, sunscreen (in terms four and one) and insect repellent when necessary.

Parents please sign this contract to complete enrolment

(For our records)

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 a member of staff. Both parents and the programme will receive a copy of this contract.

I/We agree and acknowledge:

I/We have read and understood the above information.

The Supervisor has my/our permission to arrange any necessary urgent medical treatment at my cost.

While the staff will clearly act in accordance with programme policy and procedures, I acknowledge that by signing this form, 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.

.....
Name(s) of parent(s)

.....
Signature(s) of parent(s)

.....
Date

ENROLMENT FORM (for our records)

CHILD/REN'S DETAILS

Name(s) _____ Date of Birth- _____

Name(s) _____ Date of Birth- _____

Name(s) _____ Date of Birth- _____

Home address

School Details

School
details _____

Tel. (Schoo1) _____

Tel. (Day) _____

Tel. (Evening) _____

Tel. (Mob.) _____

E.mail _____

Enrolment Details

If enrolling for the afterschool programme, please tick the days on which you would child/ren to attend

Mon Tues Wed Thurs Fri

Starting Date:

Afterschool Programme _____

Holiday Programme _____

Will you be applying for a WINZ subsidy Yes No

People authorized to pick up our child

Name _____

Name _____

Name _____

Family Details (for our records)

Parent's/Guardian's Name _____

Relationship to child _____

Tel. (day) _____

Tel (evening) _____

Mobile _____

E-mail address _____

Emergency Contact Details (if different from that above)

Parent's/Guardian's Name _____

Relationship to child _____

Tel. (day) _____

Tel (evening) _____

ADDITIONAL INFORMATION

Does your child have any particular needs, medical or otherwise, we should be aware of?

Is there anything else we should know in order to take care of your child?

Please read the points outlined below, A through D, and tick each box before signing. If you have any comments regarding any of these points please outline them below.

- A. I give permission for my children to travel by mini bus, charter bus, taxi, or staff vehicle, as appropriate, for after school pick-up and outings. (The Manager will advise you of mode of transport upon request).
- B. I undertake to read the after school programme posted on the notice board and holiday programmes issued, and give my permission for the trips and outings advised.
- C. I understand that my child/ren may be photographed during the programme and give my permission for these photos to be used for promotional purposes.
- D. I give authority and directive for staff to administer sunscreen, Arnica (bruise cream) and insect repellent for my children.

Comments

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.....

.....

Signature(s)

Date

This information is for use in emergencies, for trips and outings and the health and safety of your children. No information contained in this document will be shared with anyone other than staff, on a need to know basis, except with your permission or as required by legislation, e.g. Health and Safety Act.

Privacy Act 1993: The information that you have supplied is necessary for the safe and effective operation of the holiday programme. All such personal information requests will be destroyed at the completion of your child/ren's time in the programme. You are welcome to review information pertaining to your child/ren's enrolment at any time.

AFTER SCHOOL PICK-UP DETAILS

(To be completed by Office)

CHILD/REN'S NAME(S)	
SCHOOL ADDRESS AND TELEPHONE NUMBER	
PICK-UP POINT	
PICK-UP TIME	Between 3:00pm and 3:15pm
DAYS REQUIRED	
*USUAL SUPERVISOR	
*TRANSPORT	Massey Kids Club Van & Private Vehicle

*The Manager reserves the right to change these arrangements during staff holidays or sickness when other staff members or relievers may be used.

Please contact any of the below numbers before 1:30 and leave a message.

**Massey Kids Club 06 350 5566 or
Internal extn. 81355 or
027 678 4636**

Note: please state clearly whether your messages relates to after school pick-up or collection from Massey Kids' Club. The message will be taken by the manager Jay McCartney and directed to the appropriate staff member.

.....
Parent(s) signature

.....
Date

After School Pick-Up Procedure

Role of the Manager:

1. To prepare staff pickup sheets with details of names and numbers of children, pickup points and times, and emergency contacts for each child.
2. To update the pickup sheets as necessary.
3. To inform staff of their relevant pick-up each day, and any absences.
4. To inform the taxi company where and when a pick-up is required.
5. To make decisions as to action if problems occur.
6. To inform schools of our service, pickup point, telephone number and mobile telephone numbers.

Role of Staff Members:

1. To check pickup sheet for daily pickups.
2. To check mobile telephones for text messages daily.
3. To check-off each child against sheet at pickup time.
4. If the staff member is held up or late, they will telephone the school office to advise the details.
5. If a child is absent check with the school office regarding attendance and then check with the classroom teacher or in the classroom.
6. Advise Manager by mobile telephone.
7. Contact parent at home or work if advised by the Manager.

Resources:

Mobile telephone, Weekly Pickup Sheet (including children's emergency contacts)

Role of Parents:

1. To ensure children are aware of pickup point, supervisor and the time they are being picked up. If there is an issue prior to being picked up, then the children are to go directly to the school office. Nowhere else.
2. To inform the Manager of any changes in routine or pickup schedule.
3. To notify any changes by leaving a message on the answer phone before 1:30 pm.
4. To notify any last minute changes (after 1:30pm) to the manager.
5. To arrange that any detention or 'pay back' time be carried out at lunch or break times by the children.
6. To ensure the school is aware Massey Kids' Club service is being used.

Role of Children:

1. To assemble at the agreed pickup point without delay.
2. If the MKC staff are late or don't turn up at the pickup point for any reason, the children are to go directly to the school office.