

Appendix 1

Lyll Bay After School Care Programme Parent Cooperative ENROLMENT PACK

Welcome to the Lyll Bay After School Programme Parent Cooperative (LBASCPPC)

LBASCPPC's aims are to provide quality non-profit-making child care for children who attend Lyll Bay School, where the needs and rights of children, parents/whānau and child care workers are recognised and supported, ensuring that care encompasses and reflects the different cultural values of the families which use it.

LBASCPPC is a parent cooperative, where all users and workers are automatically members. Management of the LBASCPPC is the responsibility of all members, and currently the parent cooperative has delegated management responsibility to a management committee comprising volunteer parents. Funds received from child care fees go towards paying wages for adult assistants, food and activities for the children and rental of the hall from Lyll Bay School.

LBASCP is a supervised child care programme, which runs from 3.00 to 6.00 pm Monday to Friday during the school term. Only children attending Lyll Bay School or siblings of these children who are currently attending Evans Bay Intermediate and previously attended Lyll Bay School may attend. Children are provided with afternoon tea and a range of enjoyable activities to choose from. LBASCP operates from Lyll Bay School's hall and grounds.

LBASCP is Out of School Care and Recreation (OSCAR) registered. OSCAR child care subsidies are available through Work and Income New Zealand (WINZ) for those families that meet the criteria.

There is a charge for each child attending the programme, and the facility can be used on a regular or casual basis. Children attending the programme are provided with a drink and afternoon snack. Current rates are:

Standard Fees:

\$14.50	per child per day for permanents and casuals
\$14.00	for the second child permanents and casuals

Permanent bookings will incur the session fee whether or not the child attends the day(s) they are booked to attend.

Penalty Fee:

A penalty fee of \$5.00 **per child** for every 5 minutes elapsed after 6:00 pm is enforced without exception.

LBASCPPC's successful operation depends on timely payment of fees. **By signing the enrolment form you are agreeing to pay your fees at least once per term.** Failure to do so may result in our service being denied to you and any fees owing to LBASCPPC being recovered by a debt collector.

LBASCPPC employs reliable and enthusiastic staff. The Supervisor is present at all times that LBASCPPC operates, and the staff to child ratio is no less than 1:10 in alignment with OSCAR policy.

Please read the reverse side of this information sheet, which explains the philosophy and some of the key policies of the Lyll Bay After School Care programme.

Important Contacts:

Supervisor:

- Lalita Soma – 021 128 2264

Management Committee:

- Kylee Seumanu (WINZ Coordinator and administrator)
lbascppc@gmail.com

021 324597

Philosophy

LBASCPPC aims to provide a positive environment for a safe and enjoyable OSCAR approved programme that caters for a diversity of cultures, ages and interests, with a semi-structured range of child-focused activities.

The safety of the children (and staff) is the paramount consideration whilst attending LBASCP. LBASCP will ensure that there is an adequate and appropriate space for active and quiet indoor and outdoor recreation. Health and safety is everyone's responsibility.

To achieve these aims parents need to understand, and support existing policies and procedures, and to be involved in the development of new policies and procedures. There is a copy of the LBASCPPC Policy and Procedures Manual available in the LBASCP premises at all times, available for parents to read. Below is a brief summary of some of the key policies we operate under.

Policies

Enrolment: All children must be enrolled with LBASCPPC before they can attend LBASCP. All information in the enrolment form must be provided before enrolment is considered complete. Parents are responsible for ensuring their child's enrolment details – including persons authorised to collect a child and emergency contacts - are kept current. Staff will only release a child or children to a person who is identified as an authorised person on the child's enrolment form.

At the discretion of the Supervisor only, a child may be released to a person not identified on the enrolment form, **only** if the Supervisor has been advised by the parent/caregiver who completed the enrolment form that the child is to be collected by that person. This covers the rare situation where the parent/caregiver or an authorised person (as specified on the child's enrolment sheet) is not available to collect the child before the programme finishes for the day.

Children with Special needs: Children with special needs will not be excluded from LBASCP, as long as the programme Supervisor and Management Committee are confident that the child's needs can be catered for without negatively affecting other children attending the programme, and also providing that the child will benefit from being at the programme.

Full information about the child's requirements (including medication, diet and supervision must be included with the enrolment form. It is the supervisor's responsibility to ensure that all staff are fully aware of the child's requirements and that they feel confident to provide the necessary care.

Fees: The current fee structure is as above, and is reviewed at the Annual General Meeting (AGM) or at specially called meetings of LBASCPPC. Fees may also be paid directly to the supervisor or another adult assistant. Receipts will be issued for payments made.

All fees must be settled at least once per term Any debt collection costs incurred recovering overdue fees are the responsibility of the parent/caregiver concerned.

Parents who are eligible may apply to Work and Income New Zealand (WINZ) for an OSCAR subsidy, to assist them in paying their LBASCP fees. In the event that a child who receives the WINZ subsidy is absent, and WINZ do not require LBASCPPC to refund that session's subsidy, then LBASCPPC will put that money towards administration of the WINZ subsidy. Parents who apply for a WINZ subsidy must pay full fees until the WINZ subsidy application is approved and payments commence. It is the parents' responsibility to negotiate any back-payment of subsidy by WINZ.

Non-payment of fees: In the event that a parent/caregiver fails to meet their fee payment obligations (settlement at least once per term), the treasurer will send the parent/caregiver an invoice for the monies outstanding, to be paid within 7 days. If the invoice remains unpaid after 7 days, the treasurer will send the parent/caregiver a final demand letter, advising that if the money is not paid in the next 7 days, the LBASCPPC Management Committee will pass the matter onto a debt collection agency, and the parent/caregiver will be liable for the original debt and any collection fees incurred in relation to this. **The parent/caregiver will also be advised in this**

letter, that their child is no longer welcome to attend the Lyall Bay After School Care Programme, and will be refused entry if they attempt to do so.

If the parent/caregiver refuses to pay LBASCP after a final demand letter has been sent to them, and their child turns up for after school care, and the parent/caregiver is unavailable to collect the child when advised by the Supervisor/Adult assistant, that child will be taken to the nearest Police station in accordance with the 'Unexpected attendee' policy.

Bookings and attendance: All children attending LBASCP must be booked at least 24 hours in advance to ensure a place. Parents may make bookings by recording regular days on the enrolment form, or by advising the Supervisor either in person or by the LBASCP cell phone up to 24 hours prior to the planned attendance.

When children arrive at LBASCP without having been booked in this way, the supervisor will determine whether it is appropriate to allow the child to remain at LBASCP. If it is not possible to accept the child for the day's programme, the parent will be contacted with the expectation that they be picked up within 30 minutes. The 'Late' fee will be levied after that time.

The Supervisor will check messages on the LBASCP cell phone before 3 pm each day..

If a child does not arrive at LBASCP when booked to attend, the following steps will be taken: a search of the school grounds; then the parent/caregiver telephoned; if to no avail, Police will be contacted.

Parents must enter the time their child(ren) is/are collected and sign their child(ren) out on the Attendance Roll before leaving the premises. If a parent fails to sign their child out on pickup, and the Supervisor is not aware that the child has been collected by an authorised person, the parent/caregiver will first be contacted to confirm that the child is safe. Police will be called for the child's safety if the parent/caregiver is not contactable or intervention is required.

Invoices are sent out to parents / Caregivers at the beginning of the month. Any reduction in days needs to be made before this. Once you have been invoiced for days this needs to be paid.

Supervision: Children are supervised at all times by adult assistants on a ratio of no less than one adult to every ten children. **At least one adult assistant on any given session will hold a current first aid certificate.** Off-site excursions are not permitted. Children who attend LBASCP must be toilet trained, as the adult:child ratio is not sufficient to follow a specific toilet training regime for any particular child. Children must inform an adult assistant if leaving the area to go to the toilet.

Programme content: The supervisor plans a safe, child-focused, varied and stimulating programme that meets the developmental, emotional, intellectual, cultural and physical needs of the attending children. LBASCP's daily programme content allows for choice, and is available for review in the school hall.

Behaviour: LBASCP strives to ensure that children and families using LBASCP experience an environment where they are safe, secure, respected and their dignity is protected. Staff will at all times maintain a fair, consistent and positive approach to children's behaviour.

Time-out from normal programme activities in the company of an adult, is used as the disciplinary measure, but the child and adult must always remain in sight of another adult assistant. In the event of a serious breach of programme/school rules, the Management Committee may be requested to take further action.

Three verbal warnings will be given to a child for misbehaviour. These incidents will be annotated on the enrolment form and parents/caregiver will be advised of the incident at pick up, and required to acknowledge the warning by initialling same.

The service may be withdrawn from families if severe misbehaviour occurs regularly or if a child's misbehaviour has created an untenable situation for others attending the programme.

Parents/Caregiver Behaviour at After School Care: Parents/caregivers are to interact in a positive, respectful and appropriate manner at all times. Threatening behaviour towards staff or children will not be tolerated.

The child's space at After School Care will be placed in jeopardy if there is inappropriate behaviour from any parent or caregiver.

Afternoon tea: Children are offered afternoon tea, which follows nutritional and food safety guidelines. Parents are required to notify the Supervisor of any food allergies or nutritional requirements their child(ren) has/have.

Health and Safety: It is important that all staff and children work and play in a safe manner. All hazards, accidents or incidents are dealt with according to the Safety Management policies and procedures. No one is to work or play in a manner that may cause harm to himself or herself or someone else. LBASCP operates in a sun safe and smoke free environment. On all days of operation, at least one adult assistant will hold a current first aid certificate.

Emergency and disaster procedures: Staff are trained in dealing with emergencies such as fire, Tsunami and earthquake. Drills are conducted once each term.

In the event of a disaster (e.g. earthquake) the supervisor and such staff as required will remain at Lyall Bay School until all children are picked up by the authorised person, provided it remains safe to do so. In the event of a tsunami warning, adult assistants will follow Lyall Bay School evacuation procedures, and head for higher ground on Buckingham Street, either via Tavistock Rd or Lerwick Tce.

Illness and medication: Children that are not well should stay at home, especially if their illness is of an infectious nature. If a child becomes ill at LBASCP, the Supervisor will inform the parents so they can be collected immediately. The school hall foyer may be used to keep the child comfortable in the meantime. Medicine will not be administered unless a parent has completed a Medication Consent Form. This includes asthma medication, epi pens and paracetamol.

Accident/Emergency procedures: A well-maintained First aid kit is kept at the programme. In the event of an accident, appropriate first aid will be administered.

If necessary this may involve taking the child to Wellington Hospital Emergency Department. All efforts will be made to maintain required ratios of 1 Adult to 10 children if a child needs to be accompanied offsite for reason of medical emergency.

If serious injury occurs, parent(s)/caregiver will be notified, and an ambulance called. All medical costs incurred will be the responsibility of the parent/caregiver.

An accident register is kept at LBASCP. Parents will be advised of any incident at pickup and will be asked to register this advice, by initialling and dating the entry in the accident register. Any accident involving serious harm will be reported to OSH as soon as possible after its occurrence and the prescribed accident form submitted to OSH within seven days.

Child protection: LBASCP is committed to the care and protection of children. This commitment means that at all times the safety of the child or young person will be given primary consideration. At no time will any child be subject to harm (whether physical, emotional or sexual), ill treatment, abuse, neglect or deprivation. Staff prevent, recognise, and respond to potential or actual child abuse according to the Child Protection Policy.

Child, Youth and Family may sight personal information for Approval and Auditing purposes.

Staffing: LBASCP employs adult assistants and a supervisor who are committed and enthusiastic about caring for children. Previous experience in teaching or childcare is preferred. A full induction programme is provided, and ongoing training for staff is targeted at specific

training needs. All LPASCP staff and members of the Management Committee must be police checked and cleared, at two yearly intervals.

Complaints: The management committee take any complaints seriously. The complaints procedure is outlined in the Policies and Procedures Manual, and parents are encouraged to bring complaints to the attention of either the supervisor or a member of the management committee. All complaints will be investigated and the complainant advised of the outcome.

**Lyall Bay After School Care Programme
ENROLMENT FORM**

Children's details

	Name(s)	Age(s)	DOB
1
2
3

Enrolment details

Permanent / casual (please circle)

Please circle the days you would like to enroll your child

Monday Tuesday Wednesday Thursday Friday

People authorised to collect your child(ren)

.....
.....
.....

Mother's name DOB

Home address.....

Telephone(day) (after hours)(mobile)

Email.....

Father's name..... DOB

Home address

(if different)

Telephone(day) (after hours)(mobile)

Email.....

Emergency contacts

Name Relationship to child

Address

Telephone contact between 3.00 and 6.00pm

Name Relationship to child

Address

Telephone contact between 3.00 and 6.00pm

Doctor's details

Children's doctorTelephone

Address

Additional Information

Does your child have any particular health needs we should be aware of?
Eg, allergies, food requirements, asthma, medical conditions etc.

Is there anything else we should know about in order to take good care of
your child? E.g. custody arrangements, special needs, behavioural issues
etc.

Parent Contract

Please sign this contract to complete enrolment. If you have any questions about the programme or wish to see a copy of the programme policies prior to signing, please do not hesitate to ask a member of staff.

I/we agree and acknowledge:

- I have read and understood the enrolment information.
- The supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- I will notify the supervisor of any changes to enrolment information in a timely fashion.
- I agree to pay fees as stipulated in the fees policy.
- All care will be taken to provide supervision of children attending the programme in accordance with programme policies and procedures
- I have seen and am aware of the existence of the LBASCPPC Policy and Procedures manual, and will abide by this.

Name of parent:

Signature of parent: Dated:

Privacy Act 1993: The information that you have supplied is necessary for the safe and effective operation of the Lyall Bay After School Care programme. All personal information requested will be destroyed at the completion of your child's time in the programme. You are welcome to review and correct information pertaining to your child's enrolment at any time.