

## 2010 BEFORE / AFTER SCHOOL CARE PROGRAMME ENROLMENT FORM PARENT INFORMATION, RESPONSIBILITIES AND TERMS/CONDITIONS

### 1. Introduction

Club Meadowbank is an out of school care and recreation programme (OSCAR) provider. It is an initiative of the Meadowbank School, Board of Trustees. It is operated independently of Meadowbank School.

It is the goal of Club Meadowbank to provide quality, safe and fun recreational activities for the Meadowbank school community. To create a "home away from home" environment where children are encouraged to make leisure time choices from a range of structured and free play activities.

Club Meadowbank Junior Programme is a more structured programme where Years 1 & 2 are kept together as a group with age appropriate activities.

Club Meadowbank Senior Programme allows more freedom and activities that are more challenging and appropriate for Year 3 plus children.

### 2. Location

Bruce McLaren Hall, Meadowbank School  
68 Waiatarua Road, Remuera

### 3. Contact Details

T: 09 522 9672 (2:45pm onwards)

M: 0211 767 069

F: 09 5221867

E: [clubmeadowbank@gmail.com](mailto:clubmeadowbank@gmail.com)

### 4. Staff

Programme Manager: Donovan Farnham

Supervisor: Rajan Goundar  
Scott Wheeler

Up to 10 Club Meadowbank Staff are employed during the term. We endeavour to operate with a 1 to 10 ratio. This may vary at times and staff may be sourced from a pool of relieving staff to achieve this. A ratio of 1 to 8 will be operated for off site visits.

### 5. What we do:

Before School: Breakfast, followed by supervised indoor or outdoor play and group games, clean up and roll call before release at 8.30am.

After School: Roll call, afternoon tea, followed by homework. Children then have the option of some of the following free choice activities:

Free play inside/outside, reading, sports, lego, board Games, crafts, play dough

### 6. Additional Activities:

Additional activities are sometimes available to children. They change each term and separate enrolment forms will be issued prior to their commencement. Charges for some of these activities are extra but will be kept to a minimum. For example, soccer skills, art lessons, tennis lessons dance/music, gymnastics, and cooking.

### 7. CYF OSCAR Approval

Club Meadowbank is CYF OSCAR approved. If you require information on WINZ subsidies, please contact the Programme Manager.

### 8. Hours of Operation & Fees:

#### Before School Care:

Monday – Friday 7:30am – 8:30am  
(Breakfast provided)

Fee: \$7 per child per session

#### After School Care:

Monday – Friday 3.00pm - 6.00pm  
(Afternoon tea provided)

Fees: Enrolled:  
1<sup>st</sup> child in the family - \$15 per session  
2<sup>nd</sup> child plus - \$13 per child  
Casual: \$16.50 per child (No discounts)

#### Note:

- **Late Fee:** \$1 per minute after 6:00pm. This is strictly enforced.
- The programmes operate during the Meadowbank School terms.
- Club Meadowbank is not open on public holidays.
- Club Meadowbank is under no obligation to open on Teacher Only Days. However, we will look to provide a Holiday Programme on these days, subject to staff availability and parent interest.
- All fees are GST inclusive.

### 9. Enrolment

- a. An enrolment form must be signed and completed prior to a child attending Club Meadowbank. This includes casual attendances. Any attendance that occurs outside of pre-enrolment is classified as casual and the casual rate will apply.
- b. An enrolment form may be collected from the Bruce McLaren Hall (kitchen area) during club hours, Meadowbank School office, or downloaded from the Meadowbank School website
- c. You must notify Club Meadowbank immediately if there are any changes of circumstances that affect your contact details or where you wish to authorise your child to be collected by someone who is not listed as an authorised person.
- d. Two weeks prior notice is required to reduce or cancel enrolments or to withdraw entirely from Club Meadowbank Programme

### 10. Absence

- a. You must notify Club Meadowbank immediately if your child is not attending on a day that they are enrolled. If your child is enrolled into the programme we expect them to attend that day. Notification of your child's absence due to illness or any other reason, must be phoned through to the Club Meadowbank telephone number by 7:30am (for morning sessions) or 3.00pm (for afternoon sessions) of that day.
- b. Any phone calls made to follow up on any absent children (due to parents not previously advising of the absence) will be charged at \$1.00 per call.

### 11. Sign In/Out Sheets

These are located in the Bruce McLaren Hall kitchen area and must be completed prior to dropping off/collecting your child. If your child is to be collected by someone else then you must have previously advised us in writing. Where written authority is not received and follow up calls are made, the cost of these calls will be charged at \$1 per call.

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**12. Updated Contact Numbers**

At times a child that is booked to attend may not be present at roll call time. It is imperative that we can contact you At ALL TIMES to clarify their attendance. If we are unable to do this we cannot be held responsible for their whereabouts. It is vital that at all times a staff member from Club Meadowbank can contact you. We recommend that you provide us with at least 1 mobile phone number that is monitored.

**13. Behaviour Management**

We use behaviour management techniques that encourage positive self-esteem and development. It is our goal to ensure that children and families experience an environment they feel safe, secure, respected and their dignity is protected. This is done through the use of positive reinforcement. Every effort is made to help children settle into the programme. However, if a child's behaviour is constantly harmful to other children or staff, parents will be asked to remove their child from the programme.

**14. Policies and Procedures**

It is your responsibility to be aware of Club Meadowbank's Policies and Procedures. Staff and parents are required to abide by them. Our Policies and Procedures manual is held at the Bruce McLaren Hall kitchen area for you to view at any time.

**15. Payment Conditions**

- a. You will be charged fees based on enrolled days and any casual days booked, not attendance.
- b. In the event of a child being ill on an enrolled day, the first day (which will include both sessions, if pre-enrolled for them) will be charged. Subsequent related illness days may be treated as a credit as long as the absence has been communicated. Club Meadowbank staff may require a medical certificate to be produced where any child is absent for illness for more than one day.
- c. You must make payment of fees on a weekly basis for enrolled bookings. Casual bookings must be paid on the day of attendance. Failure to do so may result in a child being withdrawn from the programme.
- d. Payments can be made on any school day at the Bruce McLaren Hall (kitchen area). EFTPos is available and is our preferred payment method.
- e. If paying by WINZ you must present evidence of WINZ approval or you will be required to make payments until these facilities have been arranged. In the event that a WINZ back pay occurs, Club Meadowbank will refund the WINZ equivalent fees you have paid for the corresponding period.
- f. There is a \$1 per minute penalty fee for every minute late for the pick up of your child.
- g. Receipts will be issued annually on request.

**16. Health and Safety**

- a. Access and arrangements/custody details for your child must be detailed on the enrolment form.

- b. In the event of an accident or illness, Club Meadowbank will immediately attempt to contact the parent/guardian and will take all appropriate steps to ensure the child's wellbeing, but will not be liable for any costs (doctor fees etc).-
- c. Any medical conditions, allergies or special dietary needs must be indicated on the enrolment form. Medicine will not be administered without a Medical Consent form.

**17. Exclusion**

A breach of terms and conditions will result in your child being excluded from the programme until the matter has been resolved.

**18. Privacy Act 1993**

Information collected will be used for the purposes of establishing and maintaining records held by Club Meadowbank. Children's files will be available for perusal by parents/ caregivers with authorised access.

**19. Disclaimer**

- a. Club Meadowbank will exercise reasonable care but will not be liable for any injury, damage or loss that may be sustained or incurred by or to your child or any other person or property.
- b. Club Meadowbank reserves the right to change any of the programme activities.
- c. If your child damages any property you may be charged for the cost of repairing or replacing that property or for any related insurance excess.

**20. Binding Agreement**

- a. This is a binding agreement between the Board of Trustees of Meadowbank School operating Club Meadowbank ("Club Meadowbank") and the parents/guardian of (child's name).  
  
\_\_\_\_\_
- b. By signing this document you have read and understood the Programme Information and Parent Responsibilities and Terms and Conditions detailed.

**Signed**

\_\_\_\_\_  
**(Parent/Guardian)**

**Full Name**

\_\_\_\_\_

**Signed**

\_\_\_\_\_  
**(Club Meadowbank)**

**Full Name**

\_\_\_\_\_

**Today Date**

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