



# Action Kidz

## Information Sheet



Welcome to Action Kidz after-school Programme. Our aim is to provide a safe and caring environment with creative, intellectual and active activities including sports to meet the needs of your child(ren). A full copy of our Policies and Procedures Manual is available to you upon request. The information provided to you in this pamphlet is set out for you as a guide-line of our main policies and procedures:

\* \* \* \* \*

### Enrolment

Enrolment is finalised upon the signing of an enrolment form and making your first payment for care at that time. Payment is always required in advance. We will then inform you when your child may start. Please inform us immediately of changes to your contact information.

### Hours

- After-School Mon-Fri : 3.00pm – 6.00pm (except public holidays)
  - Holiday Programme Mon-Fri : 8.00am – 6.00pm (Term 1, 2, 3, 4)
- p.s. Book early by Week 4-5 each term to avoid disappointment*

### Cost As per Enrolment Form

- Payment is to be made direct to our bank account or by eftpos/cash at start of each week. Sorry no cheques unless by prior Management approval.
- Annual receipts will be sent to you at the end of each financial year (31 March) no later than August 1<sup>st</sup> each year. Parent fees may be tax deductible.
- Full payment is required whenever your child is booked into a programme on a permanent basis. No refunds for absences. Parents will be charged a late pick-up fee of \$5 per 15 minutes.

### Transport

- Henley School: 3pm: The Supervisor will meet the children outside Room 1 (courtyard side) and then walk to the Action Kidz van in the Waimea Intermediate car park.
- Richmond School: 3.10pm: The Action Kidz van with Supervisor will meet the children outside school office entrance.
- Other Schools: 3pm or earlier by arrangement. Our own transport with Supervisor will meet the children at a designated area.

### Programme Content

The following activities are an example of a daily after school programme as set out below:

- Pick up school
- Arrive Stadium and have afternoon tea (water only is available at all times – hot chocolates sometimes in winter!)
- Supervised free play in indoor or outdoor playground including bouncy castles, ride-on toys etc
- Organised sport activities in age groups (ie. tenpin bowling, netball, sports games, soccer, cricket)
- Story or homework time.

### EXAMPLE PROGRAMME

3.00-3.40pm Pick Up Start Time	3.40-4.00pm Playtime	4.00-4.30pm Indoor Sports Programme	4.30-5.00pm Creative Time	5.00-5.30pm Homework Story Time	5.30-6.00pm Clean Up
Afternoon Tea Roll-Call	Indoor or Outdoor	SPORTS: Min 30mins day	Tenpin Bowling League	Story time Read books	Collection Sign roll
Drinks/Biscuit/ Fruit	Playground	i.e. Game Indoor Soccer/ Tag Ball	Activities Change Daily	Free Play Time	Home time

### Junior Sports Programmes

The Stadium sometimes has specialised coaching sessions available on some days and junior sports leagues on Friday after school. Children can be transferred from the after-school programme and put into coaching sessions or the Friday league in a team (ie. soccer, netball, cricket, tennis) upon request by parent. Please talk to Action Sports Manager about availability.

The Policies and Procedures manual is available at any time for viewing. Please see Supervisor. It contains detailed information for example on how to make a complaint, first aid procedures, employment practices etc, cultural policy etc.

**Absences**

Once your child is enrolled, we expect him/her to be at the programme unless we have been notified by the parent/caregiver otherwise. Please do this by telephoning the Action Indoor Sports Stadium on 543-8222 and leaving a message or by text 027 230-8343. Your message is always passed on if the Supervisor is not available. If we have not been notified and your child does not arrive, we are obliged to do EVERYTHING we can to find him/her/they. Please remember if collecting from the school, we cannot leave the school until we have located your child so if your child is not there for any reason, it helps us to know this beforehand!! Once enrolled, your child's safety is our PRIORITY.

**Excursions**

Parents will be informed prior to children being taken off the facility to outdoor activities where we might be late back for collection. As a reminder, the Stadium is nearly always staffed so someone will always be able to tell you when we will be back and all staff are contactable by cell phone.

**Emergencies**

Our staff are trained to deal with emergencies which includes first aid training. In the case of a serious accident or injury involving your child, the staff will contact you and/or arrange for your child to be taken to the nearest medical facility in an ambulance if necessary. In a civil emergency, the staff will remain at the Stadium until all children are collected.

**Sun-Safe Policy**

All children will be required to wear a hat and follow the Slip, Slop, Slap and Wrap Sun Safe Policy. Sunscreen is available at all times and children will be required to use it unless parents have stated not to (e.g. due to allergies etc).

**Behaviour Management**

Behaviour management techniques are used to encourage positive self-esteem development. We will use this philosophy to ensure that your child(ren) and family experiences an environment where we are all safe, happy and respected. This is done through the use of positive reinforcement and a stimulating programme providing a variety of different activities each day. This together with a focus on learning different sports will be used to show how being active can promote good feelings and good health. Furthermore, every effort will be made to ensure your child enjoys the programme. Where a child does not settle or their behaviour is harmful to other children, parents will be required to remove him/her from the programme. The programme has a "zero tolerance policy" to bullying and any form of swearing, hitting or smacking.

**Unwell Children**

Please do not send sick children to the Programme. We do not have the facilities or extra staff required to care for them. If a child becomes sick, we will call parent/caregiver who is required to make arrangements for collection.

**Child Safety**

The Action Kidz Programme has a detailed Child Protection Policy. This includes reporting any suspected child abuse to the Department of Child, Youth and Family Services.

**Privacy Act 1993**

The information you have provided to us on your child(ren) enrolment form is necessary for the safe and effective operation of our programme. All personal information will be destroyed when your child(ren) leave the programme. You are welcome to review information pertaining to your child(rens) enrolment at any time. If you have any concerns, the Supervisor is available to assist you.

**Collection of Child(ren)**

If a person arrives to collect your child who is not listed on your enrolment form, then we are obliged to keep your child in our care until you have been located for consent. To save embarrassment we ask that prior notification is received. When you or your allocated person (authorised person on enrolment form) collects your child, it is mandatory that you sign your child out in the daily roll book. At all times we must ensure that your child has left our care and gone home safely.

*We look forward to getting to know you and your child. Please complete and sign the Enrolment Form to register your child(ren) in our After School Programme.*

**Programme Manager**  
***Vicky Collis***

