

Kids Knection Ltd is an organised programme providing before and after school care to a limited number of children in a safe, secure, stimulating and fun environment. We work out of Marina View School but are a private venture working closely with the school.

#### Before School Care:

**7am:** Staff on site to receive children into care. A parent will need to sign their child in, Kids Knection Ltd will not take responsibility for children left prior to 7am.

**7-8.15am:** Breakfast and then quiet activities.

**8.15-8.30am:** Clean up and children let go to their classrooms.

New entrant children are walked to their rooms.

#### After School Care:

**3pm or when school finishes:** Children arrive and roll call taken.

Yrs 0-3 in the prefab, Yrs 4-8 in the hall.

**3.15pm:** Wash hands and have afternoon tea.

**3.30pm:** Home work time, reading, spelling or work sheets.

**4pm:** Supervised free playtime, outside if fine/inside hall and prefab if wet.

Activities are set up and are available during this free choice time. Some of these are cooking, craft gardening, team games.

**4.45pm:** Clean up prefab time.

**5.30-6pm:** finish clean up and small group activities or games inside until closing time at 6pm.

We close at 6pm, please ensure your children are collected by 6pm,

failure to this will result in a late fee being charged. The charge is \$10 for the first ten minutes or part thereof, then \$1 per minute after 6.10pm. If you think you may be late please ring the Centre and let them know. When a child is still in our care and we have not been notified We Will phone the contacts to ensure someone is on their way.

#### Homework

During homework time children will be able to do their reading, spelling and worksheets. Staff will not do their homework for them but are happy to help if a child is in need. The Yrs 0-3 will be listened to when reading. We don't have access to school library or internet so children need to have the resources with them if needed.

#### Food

All food is included in our prices. Our breakfast consist of weetbix, cheerios, cornflakes, coco pops or rice bubbles with milk, or toast with spreads (e.g. vegemite, jam, honey), also a drink of choice between hot chocolate, juice or water. Our afternoon tea consist of a savoury item, sweet item and fruit also a juice or water.

#### Health and Safety

Our aim is to provide a safe programme for all involved, staff take health and safety very seriously. Hazard checks are completed regularly and from time to time need actioning. This is done with the best interest of the children and any person using

Our facility. There are two staff members at least with the children in Kids Knection at all times.

If for some reason your child is not attending please contact the centre before 2pm. Failure to do this may cause unnecessary stress for the staff trying to locate the absent child.

There will be a First Aid trained staff member on the premises at all times during open hours. Emergency/evacuation procedures are carried out with the children and staff involved on a regular basis. If on the off chance there is a civil defence staff stay on site till every child has been collected.

#### Sick children

If a child becomes unwell while in our care, a parent will be contacted and they will need to make arrangement for the child to be collected as soon as possible. They will then need to keep them at home till fully recovered. We do not have the resources to care for sick children.

#### Winz Subsidy

Kids Knection Ltd is a Ministry of Social Development approved centre, therefore parents that qualify may apply to Work and Income NZ for the OSCAR subsidy. We have the application booklet and a brochure at Kids Knection if you think you may qualify or you can look on our website for the subsidy rates

### **Fees and Payments**

#### **Permanent bookings** (Whether one day or five):

Before school care \$12 per day per child.

After school care \$17 per day per child.

If your child is away from care please inform us so we can relax and not stress looking for them.

Permanent places will be charged a full rate unless 2 weeks notice has been given, this includes when a child is sick or away.

#### **Casual booking:**

Before school care \$13 per day per child.

After school care \$19 per day per child.

All prices include GST

Fees must be paid in the week of care and be in our bank account before the Friday. Payment is by internet, using child's name as reference

Kids Knection Ltd 01 1159 0072430 51.

If removing your child from Kids Knection Ltd please remember we require 2 weeks notice in advance. Otherwise your booking rolls over to the next term and year.

### **Programme Owner**

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Centre Number (Dianne)

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# Kids Knection Ltd

Before and after school and Holiday Programme Care