

Dear Parents/Caregivers

Breakfast Club & After School Care is provided at Pekaerau School by The Safe & Happy Club, catering for children 5-13 years old. The programme operates daily from 7.00-8.30 and until 6pm, on days the school is open for instruction.

The fees are outlined below and all accounts are to be settled by Thursday for the previous weeks care.



If you wish your child to attend The Safe & Happy Club After School Care Programme please fill in the attached sheet and hand to the staff at the programme.

Laille Martin

The Safe & Happy Club BC & ASC Programme

Regular attendance fees:

1 child	2 children	3 or more children
\$6.20 per hour	\$5.60 each per hour	\$4.80 each per hour

Casual attendance fees:

1 child	2 children	3 or more children
\$7.20 per hour	\$6.40 each per hour	\$5.50 each per hour

Minimum charge one hour. Fees charged in 15 minute units after first hour. A charge of \$1.00 per minute, per child will apply if your child/children have not been collected by 6pm.

A regular place for your child/children can be reserved on receipt of the attached enrolment form.

Please note that if you have booked a regular place and your child is not attending on that day, a text must be sent to 027 7278970 before 7.30 pm the previous night for BC & 1pm that day for ASC. If we are not notified, usual daily charges will be incurred as staffing levels are regulated by the number of students expected each day

If you wish your child/children to attend on a casual basis, a message needs to be left on the above number above by 7 am for BC or 1:00pm for ASC.

Once again, this is to ensure that acceptable supervision ratios are reached. We cannot accept casual students who come over to us after school where parents have not left a message.

All enrolment information will be kept private and confidential, with an exception if there are safety concerns and for MSD audit purposes.

PROGRAMME CONTACT: Supervisor – Natalie Ching 027 727 8970 (all general enquires including absences)

If you have any concerns, complaints or account queries please contact –

Laille Martin (director)

The Safe and Happy Club

info@safeandhappyclub.co.nz

Phone: 871 6696 / 027 727 8521

Please reserve a regular place for:						
BREAKFAST CLUB -	Mon	Tue	Wed	Thu	Fri	<u>or</u>
AFTERSCHOOL CARE -	Mon	Tue	Wed	Thu	Fri	<u>or</u>
						Casual
						Casual
Child/childrens Name:						
Address:						
Email address: (for invoices)						
Date of birth:						
Current Year and Room						
Medical or other concerns:						
Does your child have any health problems, asthma, serious illness, injury or disability? YES / NO : If yes please explain -						
Does your child have any cultural/religious beliefs that we need to be aware of? YES / NO : If yes please explain -						
Does your child have any other specific behaviour or ongoing medication we should know about? YES / NO : If yes please explain -						
Medical Alert number if applicable: YES / NO : If yes please explain -						
<i>If you have answered yes to any of the above questions, please attach a note to outline your wishes in case of an emergency.</i>						
Name and contact phone number of your family doctor:						
Caregiver Details: (account holder)	Relationship to Child: (please specify) Name: _____ Phone number (home) _____ Mobile number _____ Phone number (work) _____ Email address _____					
Second Caregiver:	Relationship to Child: (please specify) Name: _____ Phone number (home) _____ Mobile number _____ Phone number (work) _____					
Third contact	Relationship to Child: (please specify) Name: _____ Phone number (home) _____ Mobile number _____ Phone number (work) _____					
Other people authorised to collect my child/children:						

Please see over for permissions and Terms & Conditions

The Safe & Happy Club BC & ASC Programme

Children will only be released to parents, caregivers or people authorised on the enrolment form, unless notified via a note or text/call. All must sign out their child each day with date and time.

Written permission is required: (please circle relevant points)

- 1 I give permission for a staff member to give medication if requested in writing or as advised by a caregiver over the telephone. (medicine permission form to be completed)
- 2 I give permission for my child to walk or cycle home or sports practises etc and I accept responsibility for my child once he/she leaves the school grounds.

Terms and Conditions:

I agree to settle my account by each Thursday for the previous week's care. (unless otherwise arranged) I am aware that I will be liable for collection fees and/or late payment fees if my account is not settled as agreed. Should the account remain unpaid for more than 30 days, I understand my child may be excluded from the programme.

I understand that if I have reserved a regular place and my child is unable to attend on that day, a text must be sent to 027 7278970 before 7.30 pm the previous night for BC & 1pm that day for ASC. If I do not send a text by these times advising of an absence I understand that usual daily charges will be incurred as staffing levels each day are regulated by the number of students expected.

I agree to pay the charge of \$1.00 per minute for any early drop offs being before 7am/late pick-up being after 6.00pm, the closing time of the programme.

Our organisation is committed to keeping children healthy and safe. We may share information with appropriate agencies (such as health and education providers or other agencies involved with your child's life) if sharing that information will protect or improve the safety, health or well-being of a child. Our agency by law can always share information with CYFS and the Police.

Please note - All personal information requested maybe shared with the Ministry of Social Development for audit and funding purposes.

Signed _____ Date _____

Breakfast Club

We have consent from CYFS to run our breakfast programme with one member of staff, up until we have over 10 children booked, the consent below outlines the fact that you are aware of this.

I _____ give consent for my child _____ to be cared for by The Safe & Happy Club B/C Programme, understanding that there will be only one carer on staff, until the numbers support another member of staff.

I understand that in case of emergency a member of staff of Pekaeru School may be called on to wait with my child, until another member of staff can get to the programme.

Signed _____ Date _____