

K.A.S. (Kids After School) Care Hastings Ltd

Enrolment Information

Aims

- To provide a safe, reliable, affordable and interesting place for your child.
- To have zero tolerance to bullying and bad language.
- To help with your child's homework.
- To care for your child and in the event of an accident or illness contact you immediately.
- To provide afternoon tea.
- Charges for care:

1 child	\$4.40 per hour	2 children	\$3.90 per hour	3 or more children	\$3.70 per hour
School Rent	\$.80 per child				
	\$.60	2 children			
	\$.40	3+ children			

All prices are GST exclusive.

WINZ Subsidies up to \$3.77 per hour per child are available.

- Bank account details for internet are as follows, please include your surname as reference:

K.A.S. Care Hastings Ltd - National Bank of NZ Ltd - 06 0645 0379126 00

Timetable

- Children will be met outside Room 1 at 2.50pm by staff. Children will be marked off an attendance register and any child/children absent will be followed by with contact made to a parent/caregiver to confirm absence.
- Heretaunga Intermediate children will walk to KAS Care where they are marked off an attendance.
- Afternoon tea will be provided to all the children together at 3.30pm approx.
- Free play with craft projects and recreational sports and games for their enjoyment.
- Supervised homework available from 4.00pm.
- After cleanup an activity will be organised for all children until collected by 5.30pm.
- **Other Information** Please contact Julie or Karen by 12 noon of any alterations to attendance - phone numbers below. Failing to do this will incur A LATE NOTIFICATION FEE.
- Please sign your child out each day on the register.
- It is requested that you advise the supervisor of any situation or medical condition that might affect or disturb your child.
- If there are changes to the person who is collecting your children, please let the staff know prior to the pick up.
- Please ensure the information on the enrolment form is kept up to date.
- Children are to be collected by 5.30pm every day. A penalty fee of \$20 per hour or part there of may be charged for late pick up.
- Accounts will be sent out fortnightly for payment. Casual enrolments must be paid daily.
- There is a Behaviour Management Procedure, which is available for your information at the centre. Behaviour which is consistently harmful to others may result in dismissal from the program after all possibilities have been explored and the behaviour management procedure has been followed.
- The staff will endeavour to provide the best of care for your child and his/her property but cannot be held liable for any accidental injury or loss of property.
- Children will be held financially responsible for deliberate damage to property.
- Our Policy & Procedure Manual is available at the centre for your information.
- Every child will receive 10 absences per calendar year thereafter an absentee fee will be charged. School Trips and family Holidays are excluded from these absences and no absentee fee will be charged for these occasions.
- Accounts in arrears will incur a penalty fee every month and may also incur Debt Collection costs.
- In the event that it becomes necessary for K.A.S. Care to take legal action to recover any outstanding fees, I understand and accept that I will be liable for any and all costs arising from the undertaking of such action.
- In any event of any excursion, parents will be informed prior to any outings, and permission for children to participate in excursions will have been confirmed as per signing consent on the enrolment form under Terms of Agreement.
- The Complaints & Procedure Policy is displayed within the centre for your information.

Changes to Care: Centre 8769533
Julie Field 8776345 / Karen Davidson 8777360

