

Green Bay Kids Own - 2021

Postage Address: PO Box 80 205, Green Bay, Auckland. Phone 0272238386

Physical Address: Green Bay Primary School Hall, Godley Road, Green Bay.

Email: gbko@xtra.co.nz

Welcome to Green Bay Kids Own – Our Programme

There will be activities available every day. Items will be offered for “free play” such as games, puzzles, sports equipment, colouring books, craft equipment etc. A DVD is also available.

Children will be under constant supervision at all times while attending the programme.

Programme Sessions and Hours

Green Bay Kids Own operates within Green Bay Primary School Hall, from 2.55pm until 5.45 pm school days.

Morning session operates between the hours of 7.00am and 8.30am when children will be released to their classrooms.

Holiday programmes will be offered in various weeks of the school holidays.

Enrolment

Enrolment is finalised on arranging days with the supervisor and on completion and signing of the enrolment form. Please inform staff of any relevant changes to your enrolment details. It is crucial we have up to date information. Enrolment is on a trial of up to 1 month to see if the child settles into our programme. Once the trial period is up you must give 1 weeks notice to make any changes to enrolment or cancel your enrolment.

One week’s notice is to be given when taking children out of the programme.

Breakfast and Afternoon Tea

We will provide cereal, toast, crumpets and drinks in the morning programme. Afternoon tea will be provided during the Afternoon session, please ensure your children have a drink bottle. Our weekly menu will be on our white board. Please advise staff of any food restrictions.

School holidays we provide afternoon tea, no breakfast during holiday hours and children to bring a packed lunch, morning tea and drink bottle. Children are required to wear appropriate clothing, shoes, sun protection which would be relevant for the programme offered during the holidays.

Absences

Once your child/rens name is on the roll, we expect them to be at the programme unless we have been notified by the parent/caregiver by making a quick phone call or text. During sessions phone 8176666 ext 213. You can also contact staff on 027-2238386. If we have not been notified and your child does not arrive we do everything we can to locate them. Your child/rens safety is paramount to us!

Normal charges apply for absences.

Collecting your child from afternoon programme

If a person arrives to collect your child whose name is not on your enrolment form, then we are obliged (for your child's safety) to keep your child in our care until you have been located for consent. To save embarrassment for all concerned, we would appreciate prior notification from you on this matter. All children must be signed out of the afternoon session by a person listed on the enrolment form, or by staff to release to sports or activities.

Dropping off and picking up children from GBKO.

All children must be signed in and out of our all programmes. If you require your child/ren to be released from the programme to walk home, you are required to give written permission to staff. This will be approved depending on age/maturity. If your child has activities on site at Green Bay School staff must have permission before we can release them to the activities.

Policies and Procedures

Please see the supervisor if you wish to view our Policies and Procedures booklet.

Behaviour Management

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

Emergencies

GBKO staff are trained to deal with emergencies. In the event of a serious accident involving your child the staff will contact you or take your child to the nearest medical facility, this will be at the cost of the parents. Staff will call an ambulance if deemed necessary. In a civil emergency, the staff will remain at the programme until all children are collected.

Child Safety

The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the Department of Child, Youth and Family Services.

Complaints

The programme has a complaints procedure. If you have any problems, please approach the supervisor or co-ordinator and they will be happy to assist you with your concerns.

Sick Children

If a child arrives to our programme sick or becomes ill during the session parents will be called and asked to collect them.

FEES

Please direct any enquiries or queries regarding fees to Julie Adams.

Fees for permanent positions

A permanent position is when a child is booked in and this position is held for you.

If a child is absence, or away on holiday normal charges apply:

Morning Sessions:

Daily Session \$10.50 per session or \$52.50 per full week

After- Noon Sessions

Full Session \$16.00 per session or \$78.00 per full week

Fees for Casual Sessions

Morning Session \$ 12.00 per session

Afternoon Session \$ 17.00 per session

Payment of Fees

Fees are due weekly. All fees must be paid in full by the end of each term. Any unpaid fees at the end of each term will have a 20% penalty added to the amount. Holiday programme fees are due in advance and must be paid when booking the holiday programme commences. GBKO have a no refund or transfer policy. If fees are not paid for 4 weeks, enrolment at GBKO will be cancelled.

Public Holidays

When a public holiday falls on your regular day normal fees will be payable.

Late Fees

The programme finishes at 5.45pm. A late fee of \$20.00 per 15 minutes or part 15 minutes will be charged per child. **This will be enforced.**

Child Care Subsidy

Work and Income NZ have an income related childcare subsidy for families whose children attend an Approved Outer School Care Programme. Green Bay Kids Own is an approved morning and afternoon programme and holiday programme. Information is on the Work and Income Website.

<https://www.workandincome.govt.nz/products/a-z-benefits/oscar-subsidy>

For further information please email GBKO@xtra.co.nz or phone 027 2238386.

Please note there may be a waiting list for children to attend, please book in as early as possible.