



PARENT INFORMATION

COVERAGE

This service is open to parents of Parua Bay School and Whangarei Heads School*.

* A pick up and drop off service is available, at an extra charge, for students of Whangarei Heads School

ENROLMENT

Enrolment is finalised upon completion of an enrolment form. It is your responsibility to advise us immediately should any information provided on the original enrolment form change, e.g. contact details, custody arrangements, medical conditions etc. It is critical that we have up to date information.

HOURS OF OPERATION

Before School Care		After School Care	
Session 1:	7:00am - 8:45am	Session 1:	2:45pm - 4:30pm
Session 2:	7:30am - 8:45am	Session 2:	2:45pm - 5:30pm

BEFORE & AFTER SCHOOL CARE (BASC) CONTACT

027 446 8796

This phone will be monitored 7.00am - 5.30pm Monday - Friday

New bookings/changes to existing bookings **SAME DAY:**

Parents/caregivers must **text** the BASC phone for:

- changes to existing bookings **on the same day** or
- to make a new casual booking **on the same day**

Morning Sessions: text must be sent before the booked session starts.

Afternoon sessions: text must be sent no later than 12.00pm.

If you have not received confirmation of your message by 1.30pm please phone the school office on 436 5814

New Bookings/Changes to existing bookings for **next day, or later:**

Please email accounts@paruabay.school.nz

BREAKFAST AND AFTERNOON TEA

We will provide breakfast and afternoon tea during the Before/After School Care Programme. Please make sure that your child does not bring sweets or unhealthy food.

ABSENCES

Once your child's name is on the roll, we expect them to be at the programme unless we have been notified by the Parent/Caregiver.

There will be **no refunds** for non-attendance/absences or sickness.

SIGNING YOUR CHILD 'IN' AND 'OUT'

We need to know that your child has gone home safely. Each day when you collect your child, it is essential that you sign your child 'out' via the daily roll book - the Team Leader will show you where this is.

COLLECTING YOUR CHILD

Please let us know when anyone other than persons names on your enrolment form will be collecting your child. Details must be notified to the After School Care Administrator, in advance.

POLICIES AND PROCEDURES

Please see the school office if you wish to view any of our policies or procedures.

FEES & INVOICING

All Fees are as per the **Fee Schedule**. Fees include GST and are subject to change.

Parents/Caregivers will be invoiced per term. For students attending Parua Bay School, charges will be added to your HERO account. For students attending Whangarei Heads School, invoices will be emailed to you.

Casual bookings will be invoiced after the child's attendance and must be paid on receipt of invoice.

To be able to operate this service, we require that fees be paid on a weekly basis, 7 days in advance. Under no circumstances may accounts go into arrears.

Fees can be paid via internet banking to:

Parua Bay School BoT

Bank Account: 12 3092 0070244 00

Code: Child's name

Reference: ASC

WORK AND INCOME OSCAR SUBSIDIES

We hope to re-establish the OSCAR approved Ministry of Social Development subsidy later in the year.

WELLBEING, HEALTH & SAFETY

We aim to provide a healthy environment for all children in our programmes. At all times we will comply with all relevant health and safety legislation. Where applicable, if a child has a medical condition parents must provide the programme with a Medication Plan (see Enrolment sheet).

CODE OF CONDUCT & BEHAVIOUR MANAGEMENT

This service is about providing a caring environment for your children and we encourage a similar attitude amongst the children. We actively promote the Parua Bay School values of Relationships, Resilience, Respect and Responsibility and maintain an emphasis on being polite, considerate and co-operative. Behavioural expectations are regularly explained to the children and they have input to the creation and review of programme rules and boundaries.

If a child's behaviour is at odds with our school values a Programme Assistant, or the Team Leader, will discuss the inappropriate behaviour in the first instance with the child. If the behaviour does not improve after three such discussions, the parent will be contacted. If the child's behaviour is of a serious nature, the Team Leader will immediately contact the parent who will be asked to collect their child.

The Team Leader reserves the right to stop the participation of the child in After School Care, for a period of time. If a parent has any questions or issue with how a child's behaviour is being managed, please discuss with the Team Leader, in the first instance.

SICK CHILDREN

If your child is unwell, please keep them home until fully recovered. If a child becomes unwell or upset, we will contact the parent/caregiver.

GENERAL HYGIENE

Measures will be taken by all programme staff to control the spread of infection. Good hygiene practices will be followed, for example regular hand washing.

ACCIDENTS AND FIRST AID

All staff are first-aid trained and a first aid kit is held on site. If a serious accident should occur the usual first aid procedures will be followed including contacting parents and emergency services.

MEDICAL REQUIREMENTS

Please advise the Team Leader of any medication that is to be administered by the programme staff. A Parua Bay School Medication Plan must be completed.

You will also need to supply all prescription medication in its original bottle with the child's name, appropriate dosage and use-by date.

EMERGENCY PROCEDURES

Evacuation and lockdown procedures will be displayed and practised at least once a term.

NO SMOKING

Schools are smoke and vape-free zones.

We do not allow staff, parents, visitors or others to smoke or vape in or around school grounds.

CHILD PROTECTION

Programme staff will respond to concerns of child welfare. This may include contacting the child's parents/caregiver in the first instance.

DAMAGE TO PROPERTY

Parents/Caregivers may be liable for replacement costs of equipment or property damaged by their child(ren).

CLOTHING

To ensure the wellbeing and safety of your child, please ensure that they are always dressed appropriately and comfortably for both indoor and outdoor play. Please pack spare clothes during winter months. All clothing must be clearly named. We do not carry spare clothing for spills, mishaps or inadequate clothing for the conditions.

SUNSMART - TERMS 1 & 4

Students are required to provide and wear a hat when playing outside, during terms 1 and 4. Children without a hat are only permitted to play in supervised/allocated shaded areas.

SPF 50+ Broad Spectrum sunscreen will be made available to all children. If your child requires special sunscreen please provide this.

Shade will be utilised for outdoor activities, where appropriate, in Term 1 and 4. Water will be made available for children to drink at all times.
