



## Welcome

Dear Parent/Caregiver,

Thank you for choosing to enrol your child with 'The SMASH Club' After School Care Programme.

We look forward to providing a happy and safe environment for your child, which we see as an extension of the family home.

Please find attached:

1. Programme Information
2. Terms and Conditions
3. Acceptable Behaviour Contract
4. Consent & Permits

Medication Consent

Off-site permission

Use of photography

Computer & Internet Use

Please ensure that you have carefully read all information contained in this contract. By submitting the on-line application form and willingly signing (ticking) the specified fields required, you agree to the terms and conditions contained.

We look forward to having your child at The SMASH Club.

Please feel free to call us on 04 476 2747 if you wish to discuss any aspect of the programme or your child's well-being.

## Welcome to 'The SMASH Club'!

*Tabatha Longa*

Manager



## Programme Information

The **St Mary's After School House** (The SMASH Club), is an out of school care programme, which was established in response to the needs of our community. The Programme provides a safe, caring and secure environment, which offers art & craft, sport, cultural and other indoor/outdoor activities. A separate supervised area is provided for those students who have homework or other study activities. A 'quiet' space is also available for children seeking 'time out'. Afternoon tea is also provided.

The SMASH Club is an OSCAR Approved Programme (Out of School Care and Recreation) and an integral part of Karori Anglican Churches.

### Contact us

<b>Address</b>	170 Karori Road, Karori, Wellington
<b>Telephone</b>	04 476 2747
<b>Email</b>	<a href="mailto:office@thesmashclub.org.nz">office@thesmashclub.org.nz</a>
<b>Website</b>	<a href="http://www.thesmashclub.org.nz">www.thesmashclub.org.nz</a>

### After School Fees

There are two options as listed below.

<b>Full Week</b>	\$108.50
<b>Part Week / Per day</b>	\$21.75
<b>Late Collection Fee</b>	\$20.00 per 15 minutes, or part thereof, after 5:55pm
<b>Holding Fee</b>	To be accessed on a case by case basis, depending on the length of absence.
<b>Half day</b>	\$40.00 per day per child

### Enrolment

Online enrolments only. You will be asked to complete an enrolment form for **each child**. We request you to visit the Programme before your child's official start date to familiarise him/her with their new environment. You are welcome to visit the Programme at any time, please call ahead to arrange a time ahead.



## **Attendance**

Children may attend the Programme on a **full** week or **part** week basis. A daily register is kept and requires your signature at the end of each day. Should your child not arrive at the Programme, a Supervisor will contact you to determine the child's whereabouts. If a child is unable to attend on any booked day, please leave a message on The SMASH Club phone or e-mail by 12 noon of that day. Please note that if we cannot locate your child within 30 minutes, we are required to notify the police.

**Full Week** Full week attendance is from Monday to Friday, 3:00pm through to 5:55pm. The child/children will be expected at the programme each day unless SMASH staff have been notified otherwise.

**Part Week** At enrolment, parents must book the required days of the week. Nominated days cannot be exchanged, however, additional days may be requested.

**Non-attendance on a nominated day will incur the usual fee.**

**Two weeks' notice is required when leaving the Programme, not attending or reducing the number of days of attendance.**

## **Breakfast Club**

SMASH also runs before school care held in the activity room. We open from 7:15am, provide breakfast for the children and walk them to school at 8:25am. Breakfast Club is run on a pre-booked basis and does not require a regular booking, although Parents must still sign in their child/children on the Breakfast Club register each session and complete an enrolment form with all relevant information.

We only provide healthier options cereals, milk, Milo, fruit, yogurt, honey and chopped fruit. In winter we can also offer pancakes /waffles.

**The cost of Breakfast Club is \$12 per child per session.**



## ***Illness, Medication & Sunblock***

Ill children will not be permitted to attend the Programme. However, if a child becomes ill during the session they will be made comfortable in our quiet zone in the office and parents notified, if appropriate.

Medicines will not be administered unless a consent form has been signed by the parents/caregiver. All medicines must be labelled showing the child's name and dosage. We are able to store medication in our fridge if necessary.

Arnica will be administered for minor injuries unless we have been specifically requested otherwise on the Medical Consent Form at time of enrolment.

Should any urgent medical treatment be necessary -that our qualified First Aid staff can not manage - the Programme will call an ambulance at the cost of the Parents/Caregivers.

## ***Parent/Caregiver Responsibilities***

- ✓ Collect children before **5.55pm**. A **Late Fee** of \$20 per 15 minutes or part thereof is payable after that time.
- ✓ Inform the office by 12:00 p.m. if your child/children are not attending for any reason.
- ✓ Sign your child/children out on the daily register after every session (Breakfast Club and After School Care).
- ✓ Ensure your child/children know which days they are to attend the Programme.
- ✓ Senior children permitted to walk to/from SMASH require written parental authorisation beforehand. This can be sent to our e-mail address.
- ✓ Notify the office via e-mail of any contact information changes.

## ***Programme Responsibilities***

- ✓ Collect children from school at 3pm (or other designated time) each day
- ✓ Account for every child booked to attend the session and make follow up phone calls to parents if any child/children are not present.
- ✓ Provide a safe and caring environment in accordance with our Charter
- ✓ Make available for viewing, The SMASH Club's Policy and Procedures Manual



## Terms & Conditions

### 1. ENROLMENT

Only enrolled children, full or part time will be accepted into after school care. Attendance at Holiday Programme is allowed only through prior registration. Children dropped off on any day without a booking will incur a penalty fee of \$25 in addition to normal Programme charges.

### 2. COLLECTION OF CHILD(REN)

Children must be collected from SMASH **no later than 5:55pm** each day.

### 2A. LATE FEE

A late fee of **\$20 per fifteen minutes**, or part thereof, from 5:55pm will be charged.

### 3. DROPPING OFF CHILD(REN)

Children are not to be dropped off before 8:00am at Holiday Programme, or 7:15am for Breakfast Club.

### 4. ATTENDANCE & SIGN IN

Children are expected to be at SMASH for every day they are booked unless SMASH has been notified otherwise. Parents/caregivers **must sign the Sign In sheet** for Breakfast Club and Holiday Programme.

### 5. PICK UP & SIGN OUT

Children must be collected from SMASH by 5:55pm. Upon collection, parents/caregivers **must sign the Sign Out sheet**.

### 5A. COLLECTION OF CHILDREN BY SOMEONE OTHER THAN PARENT/CAREGIVER

Parents/caregivers must advise SMASH if their child(ren) are being picked up from SMASH by someone other than themselves prior to pick up.

### 5B. SENIOR CHILDREN (10 AND OLDER) WALKING TO AND FROM SMASH

plan has been negotiated with the Manager, interest shall accrue daily from the date when payment becomes due, until the date of

Parents/caregivers must fill in a **Permission to Sign In/ Sign Out** for a child to be able to walk to and from SMASH. T&Cs on the form.

### 6. ILL CHILDREN

Ill children will not be permitted to attend SMASH

### 7. ABSENCES

SMASH office should be notified of absences via e-mail or phone (04 476 2747) before 12:00pm on any day a child will not be attending. Absences will incur the usual fee, even in case of sickness.

SMASH requires 2 weeks' notice to avoid any absence charges.

In exceptional operation days (such as half days, teachers only days etc.) parents will be notified and once the child's presence is confirmed, in case of last minute change of mind, absence fees will apply as usual. Cancellation fees apply as usual.

### 7A. ABSENCES FOR EXTENDED PERIODS

If there are to be periods of absence from After School Care for greater than a week (including school camps and holidays taken during term time), these need to be discussed with the Manager at least two weeks in advance. A holding fee apply after the 2 weeks' notice period has occurred: holding fees will either be \$5 per day to ensure the child's spot on return, or the usual ASC fee if we have a waiting list for that specific day the child is absent (non-refundable).

### 8. FEES

Fees are payable within 7 days of invoices being issued. The SMASH Club reserves the right to engage the services of collection agencies if account holders should default on their account. Please include a reference when making payment – use child's last name.

### 8A. DEFAULT ON ACCOUNT

The SMASH Club reserves the right to charge interest on overdue invoices. Unless a payment - That they advise SMASH of any situation or



payment, at a rate of two and a half percent (2.5%) per calendar month and such interest shall compound monthly at such a rate.

#### **8B. DEBTOR TO MEET COLLECTION COSTS**

On default of any invoices, the debtor shall indemnify The SMASH Club from and against all costs and disbursements incurred by The SMASH Club in pursuing the debt, including legal costs and collection agency costs.

#### **9. REQUIRED NOTICE**

Two weeks' notice is required for **leaving** the programme and also when **reducing** the number of days required. The full fee will apply during these 2 weeks' notice period.

#### **10. BEHAVIOUR**

The SMASH Club reserves the right to exclude from the Programme children whose behaviour prejudices the safety or health of others. Please refer to our Acceptable Behaviour Guidelines below.

#### **11. CONTACT DETAILS**

The SMASH Club shall be advised of any change in contact details for the parents/caregivers of the children.

#### **12. CUSTODY ISSUES**

The SMASH Club shall be notified of any custody issues relating to the child(ren) with necessary documentation.

#### **13. GENERAL**

Parents/caregivers should ensure:

- That their child(ren) know when they are to be attending SMASH and inform their school that they are attending The SMASH Club.
- That children go to the pickup point after school without delay

environment which may be troubling or upsetting for the child(ren)

#### **14. MEDICAL**

If necessary, the Manager may arrange for **urgent medical attention** for the child(ren), the cost of which is to be met by the Parents/Caregivers.

#### **15. PRIVACY ACT 1993**

Information of children held by The SMASH Club will not be made available to third parties, unless SMASH is concerned about the child's safety and believe that sharing that information will protect the child. The information will only be accessible to authorized staff members. At any time, parents/caregivers may request to see their child(ren)'s information.

#### **16. DISCLAIMER**

- a) The SMASH Club endeavours at all time to provide a safe and secure environment. Neither The SMASH Club nor the staff employed by The SMASH Club accept personal liability for any act of omission arising from any activity of any session.
- b) The Smash Club reserves the right to change any of the programme activities.
- c) If your child(ren) damages any property belonging to The SMASH Club, you may be charged for the cost of repairing or replacing that property or for any related insurance excess.

#### **17. BINDING AGREEMENT**

- a) This is a binding agreement between The SMASH Club and the parents or guardians of the child(ren) enrolled.
- b) By enrolling your child, you have read and understood the programme and the information provided and hereby agrees to the Terms and Conditions detailed above.



## Acceptable Behaviour Guideline

### Keeping on track at SMASH

#### Step One

My behaviour is beginning to stop me, and possibly others, from enjoying and participating in the SMASH programme.

#### Step Two

I keep doing things that stop me from participating in an acceptable manner in the SMASH programme.

**I need to change my behaviour and apologise to anyone I have affected.**

*My parents will be contacted about my behaviour.*

#### Step Three

Even after being offered support my behaviour still affects the running of the SMASH programme.

My parents, SMASH staff and I will work out an action plan to support me with my behaviour.

**It is my responsibility to keep to this plan.**

#### Step Four

I am not doing what I agreed to do.

**My parents have been told that I will be stood down or suspended from SMASH if my behaviour does not change immediately.**

#### Step Five

My behaviour has not changed.

**I am not able to come to SMASH on my next appointment.**

My parents will need to organise time off work or arrange another childcare arrangement for me.

At all times from step two my parents will know which step I am currently on and regular feedback will be provided to them by SMASH staff.





## ACCEPTABLE BEHAVIOURS

- I respect myself, other children and all SMASH staff
- I keep myself and others safe
- I keep my hands to myself
- I listen to the Supervisor's instructions
- I only have healthy arguments
- I use appropriate language and have appropriate conversations
- I STOP when someone asks me to STOP
- I respect all furniture and equipment
- I sit on the chairs, couches and bin bags
- I walk inside
- I pick up and clean up after myself
- I help keeping SMASH a fun, safe place to be!

## EXTREME BEHAVIOURS

**Putting myself or others at risk by:** running to the road, leaving SMASH unaccompanied, pushing someone into the road.

**Causing someone bodily harm by:** hitting, punching, pushing, struggling, biting, kicking, slapping etc.

**Causing someone psychological or emotional harm by:** calling names, verbal abuse, racist comments etc.

**Vandalizing by:** destroying property or furniture.

In case of extreme behaviour, it is up to SMASH's staff discretion to take action from whatever STEP we may find appropriate, depending on the circumstances and/or severity of behaviour.





Please note: suspension will incur normal SMASH fees as it disrupts our operations.

At all times staff will be fair and consistent with all children.

***When enrolling your child at SMASH you agree to support them in accepting, understanding and achieving this level of behaviour.***

## **Consents & Permits Information**

Please **only consider valid** the consent and permits that you have agreed upon when completing the online form.

### ***Administering Medication Consent***

- ✓ I give my permission for Pamol (Panadol) to be administered by SMASH staff if required.
- ✓ I give my authorisation for Arnica to be administered by SMASH staff if required.
- ✓ I give my authorisation for sunscreen to be administered by SMASH staff if required.

### ***Off-site Permission Slip***

I give permission for my child(ren) to be taken from The SMASH Club to SMASH's outdoor play area (Marsden School adventure playground, tennis courts or playing fields) or other areas within the St Mary's church grounds. This will be under strict supervision. On special occasions, there may be visits to Karori venues e.g. Ben Burn Park and Karori Library.

### **Permission to Use Photographs**

At The SMASH Club we like to take photographs of the children from time to time, to provide a record of their development and ours. Occasionally we would like to use these photographs in publications put out by The SMASH Club and St Mary's Church, such as Newsletters and Brochures, and also on



our website. As we need your permission to do this, please would you complete the following?

Thank you.

I give permission for the use of photographs taken of my child by The SMASH Club or St Mary's Church to be used as outlined above.

I refuse permission for the use of photographs taken of my child by The SMASH Club or St Mary's Church to be used as outlined above.

## **Computer & Internet Permission**

With your permission your child will be able to access the Internet at SMASH on occasions. Below are the rules for internet use at SMASH. Please read before you consider granting permission.

### **Guidelines for Internet Usage**

1. Respect for the equipment of the Smash Club and its network is a condition for use of the computers.
2. Students are to notify the supervisor immediately of any disturbing material they may encounter on the web or in e-mail.
3. Students are not to give out personal information like telephone numbers, full name, address and etc. to anyone on the Internet.
4. Students must gain clearance from the supervisor before downloading anything from the Internet.
5. All floppy disks, USB sticks or flash drives brought to SMASH to be used in the computers must first be scanned for viruses by the supervisor.

*While every attempt will be made to protect your child from accessing inappropriate material the SMASH Club cannot accept responsibility for this occurring.*

*Violation of any of the above rules may result in forfeiture of permission to use the Internet.*

### **Use of electronic devices**

Children may have restricted use of PED at the start/end of sessions. Children are encouraged/ expected to participate in activities provided at SMASH.

SMASH Club can not take responsibility for any damage/ breakages and loss of PEDs.