



## Welcome to our Holiday Programme

Dear Parent/Caregiver,

Thank you for choosing to enrol your child with 'The SMASH Club' School Holiday 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 & Conditions
3. Behaviour & Medical Conditions
4. Parent/Guardian Consent
5. Important Reminders
6. Payment Instructions

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 here 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-Wood*

Manager



## Programme Information

During the school holidays, we run two separate programmes. Our **Junior Programme** is for ages 5 to 7 and provides a different theme each day with loads of relevant crafts and activities

Our **Senior Programme** is aimed at children 8 and up. Each day has a different focus and there are lots of trip days – especially during the summer months. Outings include activities such as Go karting, Rock climbing, Kayaking, Clay making workshops and trips to the pool (please note, those trips are at extra cost on top of the daily fee). Every holiday is different.

### Information about the Holiday Programme

- The holiday programme runs from 8.00am to 6.00pm
- Morning tea and afternoon tea are provided but children need to bring their own lunch. It's also recommend children bring a water bottle, hat, adequate clothing and proper shoes – especially on trip days.
- The holiday programme costs \$52.50 per day per child. Trip days costs are added to this price (\$57.50 per child, total daily cost)

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

## 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>

## School Holiday Programme Fees

There are two options as listed below.

<b>Daily fee</b>	\$54.00
<b>Daily fee on a trip day</b>	\$59.00



## Terms and Conditions

Spaces are limited and fill up very quickly so please book early. Bookings close as numbers are reached. If you have not received your confirmation by then, please contact us immediately.

We operate on a first paid first served basis. An invoice will be issued to you after you submit an online enrolment, please follow payment instructions in your invoice. The payment itself is not the confirmation of booking, confirmation of booking is your online submission.

The programme runs from 8:00am to 6:00pm. Pick up after 6:00pm incurs a charge of \$20 per 15 minutes or part thereof—to help cover the cost of a supervisor.

If there are occasions when it would be helpful for you to drop off your child at 7:30am, please arrange this with the office before enrolling your child to ensure that there are supervisors to care for your child/ren between 7:30am and 8:00am.

Please sign your child/ren in and out every day. This is an important safety procedure to ensure all children are accounted for at all times.

Please ask your child/ren to leave their valuables at home as neither the programme nor the staff can take responsibility for them if they are broken or lost.

Your child will need to bring their **own packed lunch and drink bottle** in a bag they are comfortable carrying. **We will provide morning and afternoon tea.** Please **do not send** instant noodles, **or money to buy lunch**, as we cannot facilitate this and we do not want your child to go hungry.

**Medical conditions:** please notify us via e-mail of any medical conditions that requires medicine or possible emergency treatments. Please be specific.

Please notify us of any **behavioural condition** that we need to be aware of.

Please drop your child/ren off by 9:00am on trip days so that we can organise the children to get on buses and to avoid them missing out and feeling sad for the day. If you miss the bus, you are responsible for planning with the office to deliver your child to the destination - when suitable. Children are not allowed to stay back at the SMASH building on a trip day.



On trip days we endeavour to have children back at SMASH by 4:30 p.m.

Please ensure that your children have the appropriate clothing and footwear for the planned activity. E.g. warm clothing, sneakers, hat, and swimwear.

Unfortunately, it is sometimes necessary to change the activities in the programme due to events beyond our control e.g. bad weather. We reserve the right to do this without prior notification, but we will provide as much notice as possible.

**Refund policy: 100%** with 2 weeks' notice. **50%** with more than 2 days' notice. **No refund** if: (1) less than 48 hours—this is not enough time to fill the space, (2) in the event your child is removed from the programme, all remaining fees are forfeited. Any refund due will be issued after the holiday programme.

· Children dropped off on a day when they do not have a confirmed booking will attract a \$25 penalty in addition to normal programme fees—to help cover the cost of a supervisor. If we are at capacity we can not accept last minute drop off.

## Parent / Guardian consent

I give consent for my child/ren to attend The SMASH Club Holiday Programme activities or any replacement activities as needed. This includes using public transport, the Karori Community Bus on occasion, staff private vehicle and walking to venues. I will speak to one of the supervisors prior to an activity if I feel my child will require any special attention. I understand that if my child/ren are unwell, they will not be able to attend the programme. The supervisor may arrange for any urgent medical attention at the parent/caregivers cost. I will advise programme staff before 9am if my child is unable to attend. Whilst the programme endeavours at all times to provide a safe and secure environment, neither the programme nor the staff employed by the programme accept personal liability for any act of omission arising from any activity of the session.

I have read, understood and agree to the above and the Terms and Conditions, and hereby approve this application.



# 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.***

## Payment Instructions

As part of our policies, we require payment in FULL one week prior to the school holidays start. If you wish to guarantee your child's space, please make a payment into our account. *Cancellation fees will apply for last minute cancelations even if you do not pay in advance.*

Payment details:

Bank account number: **02-0524-0164516-00**

Please **IDENTIFY** your payment with the **code HOL** and your child's **LAST NAME**.

Payment amount: our fees are \$54.00 per day per child (\$5 fee for trip days), just multiply it by the number of dates each child is attending.

\*Because our invoice system is linked to the After School Programme, we are only able to send you an invoice including the After School care fees. If your child only attends Smash's school holiday programme, we can send a separate invoice, just ask us please.

Thank you for choosing SMASH Club, where everyday something special is about to happen!