

# The Homework Club

## Before and After School Care Enrolment Form

Name..... Age..... DOB.....

Name of School .....Room Number.....

Ethnic Background.....Gender.....

### Enrolment details

Start date ..... Finish date.....

**Before School:** (Only for Somerfield and St Martins) Permanent / Casual (please circle)

Please circle the days you would like to enrol your child

Monday      Tuesday                      Wednesday                      Thursday                      Friday

**After School:** Permanent / Casual (please circle)

Please circle the days you would like to enrol your child

Monday      Tuesday                      Wednesday                      Thursday                      Friday

### People authorised to collect your child:

.....  
.....

Parent/Caregiver's name

.....  
Home address including postcode:

.....  
.....

Telephone: Home:.....Work: .....Mobile: .....

Parent/Caregiver's name

.....  
Home address including postcode:

.....  
.....

Telephone: Home:.....Work: .....Mobile: .....

Email Address for invoice .....(please print clearly)

Invoices will be emailed every week, to the above address and all accounts need to be paid on invoice.

**Our account number: 12 3147 0175001 00 please use child's full name as reference**

**Emergency contacts – Please provide at least TWO EXTRA contact numbers.**

1)Name .....

Relationship to child .....

Telephone contact between 3.00 and 6.00pm.....

2)Name .....

Relationship to child .....

Telephone contact between 3.00 and 6.00pm.....

**Doctor's details**

Children's' doctor .....Telephone .....

Address .....

**Additional information**

Does your child have any particular health needs we should be aware of? Eg. Allergies, food requirements, asthma, medical conditions etc.

.....  
Is there anything else we should know about in order to take good care of your child? Eg. Custody arrangements, cultural considerations, extra needs, behavioural issues etc.

.....  
All care will be taken to provide supervision of children attending The Homework Club in accordance with The Homework Club policies and procedures and the guidelines from Child, Youth and Family.

We understand that the supervisor will arrange any necessary urgent medical treatment at our cost.

I acknowledge in signing this form that neither the staff nor management of the programme will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at The Homework Club. I understand that any intentional damage to belongings or property may be charged to the parent/caregiver.

**Privacy Act 1993:** The information that you have supplied is necessary for the safe and effective operation of The Homework Club. All personal information requested will be destroyed at the completion of your child's time in The Homework Club. You are welcome to review information pertaining to your child's enrolment at any time.

Signing this Enrolment Form will confirm that you have read and understood:

The Behaviour Plan and Policy

The Fee Policy

Parent Information

*Please return to: PO Box 28069, Beckenham 8242 or give to the Supervisor at any of The Homework Club venues.*

Name of parent: .....Signature of parent (and date):.....

Important numbers: (Please text the staff directly for all bookings and cancellations once enrolled).

The Homework Club Barrington	021 274 1961
The Homework Club Beckenham and Holiday Programme 9-13	021 274 1960
The Homework Club Cashmere and Holiday Programme 5-9	021 274 1964
The Homework Club St Martins	021 274 1962

## **Parent Information**

### *Welcome to the Homework Club*

Our mission is to enrich your child's day.

Our vision is to offer a structured, fun and exciting programme in a safe, caring and positive environment.

We would like to welcome you, your child and your family to the Homework Club and will aim to build positive, reciprocal relationships with you to ensure your child enjoys attending every session. Please do not hesitate to contact us if you have any questions, queries or concerns. We appreciate your feedback and want to ensure we are providing the very best care for you and your child.

### *Enrolment for Before and After School*

Enrolment is finalised upon completion of an enrolment form and the signing of this sheet. Please inform staff of any relevant changes to your enrolment details. It is crucial we have up-to date information. Please inform the supervisor at the venue so we can amend our records.

### *Enrolment for The Holiday Programme*

Enrolment is complete upon completion of the enrolment form attached to The Holiday Programme brochure. The brochure is available from the website or from The Homework Club venues 5 weeks prior to the holidays and all bookings will be on a first come, first serve basis.

### *Transition Visits*

You are welcome to call in for a visit to help your child settle at the Homework Club. Please call the supervisor to let them know when you would like to visit. You are welcome to visit as many times as you or your child would like to.

### *The Meeting Points*

Our staff look forward to meeting your child at the meeting point at the end of every school day. All children will be asked to say 'hello' to the staff member with the clipboard so that they can be signed in before leaving their bags at the designated place and having a play. All children will be required to be at the meeting point within 10 minutes at the end of the day. After 10 minutes, staff will follow the procedures for Children not at the Meeting Point. If you would like a staff member to collect your child from their classroom for the first week, please mark this on the enrolment form and let the supervisor know.

The Meeting Points for each school are as follows:

St Martins School: Playground (school hall when wet)

Cashmere Primary School: Epicentre

Somerfield School: By the play area at the front of the school  
(Wet weather outside the main hall)

Thorrington School: By the play area outside Room 16  
(Wet weather is the same meeting point)

### *Staff and Supervision*

All staff have been police vetted and trained in The Homework Club's Policies and Procedures. There is always a minimum of two staff members on site at the After School Care and Holiday Programme, one of whom is First Aid trained. The child/staff ratios on site are 1:10 and off site are 1:8.

### *Absences for Before and After School*

Once your child's name is on the roll, we expect him/her to be at the programme unless we have been notified by the parent/caregiver. Please phone the mobile and leave a message before 2.30pm if your child will not be attending. The cancellation fee is the full rate.

### *Absences for The Holiday Programme*

There will be no refunds due to cancellations. If you think that your circumstances should allow for a refund, a letter in writing must be given to the manager within 7 days of the cancellation, PO Box 28069 Christchurch 8242

### *Collecting your child*

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. Please remember that the programme closes at 6.00p.m.

### *Signing your child out for After School*

Each day when you collect your child, it is essential that you sign your child out with your pin code on the iPad. We need to know that your child has gone home safely.

### *Signing your child in and out of The Holiday Programme*

The children need to be signed in and out, with the times of attendance, to The Holiday Programme. You will be asked for two contact numbers for each day.

### *Signing your child into the Before School Care*

Please sign your child into the before school care every morning. Our staff will sign them out every day.

#### *Fees for Before School (7.30am) and After School (3.00pm – 6.00pm)*

The Homework Club Barrington After School Care \$20

The Homework Club Beckenham and St Martins After School Care \$20

The Homework Club Cashmere \$20

The Before School Care Barrington for children attending Somerfield School \$10

The Before School Care St Martins for children attending St Martins School \$10

Please note the full fee will apply for all cancellations. Casual Sessions are \$22 and can be booked the day before. There will be a late pick up fee \$10 for every 10 minutes after 6.00pm.

#### *Fees for The Holiday Programme*

8.00am – 3.00pm \$45 per day

8.00am – 6.00pm \$55 per day

\$65 for all casual bookings

There is a 10% discount for 2 or more children or for a full week

#### *The Fee Policy*

Please read the Fee Policy for more information. We prefer \$0 balance at the end of every week. All unpaid accounts will be passed onto a debt collecting agency at the end of every school term. All invoices will be emailed weekly to the address provided on the Enrolment Form, please let us know if you are not receiving weekly invoices.

*Excursions* - The children will be taken to the local park on special occasions. Whenever the group leaves the centre a note will be left informing callers of its whereabouts. Other excursions will require a permission slip.

#### *Policies and Procedures*

Please see the supervisor if you wish to view our Policies and Procedures. The Homework Club follows the guidelines as set out by the Ministry of Social Development. The MSD inspect our programmes every two years and all records are sighted for approval purposes on a regular basis.

#### *Behaviour management*

We use behaviour management techniques that encourage positive self-esteem. Every effort will be made to help your child settle into the programme. Our staff will follow the Behaviour Plan. If a child displays 'Red Behaviour' as per our Behaviour Plan, a Serious Incident Form will be issued and a temporary exclusion period will be imposed at the Before/After School Care Programmes. At The Holiday Programme a Serious Incident Form will result in exclusion for the remaining of the programme without notice. Any 'Black Behaviour' will result in permanent exclusion from The Homework Club. We aim at working with you to ensure your child has a positive experience at the Homework Club, and children's safety always comes first. Please see our Behaviour Plan for more information.

#### *Special Needs*

All special requirements for your child should be recorded on the Enrolment Form so that our staff can be prepared to help your child as needed. We welcome and accept every child and want to work with you to ensure a positive experience at The Homework Club. It is a breach of the Human Rights Act to deny a child entry to The Homework Club purely because they have a disability. However, if The Homework Club is genuinely unable to cater for the child's needs, e.g. for reasons of child safety or toileting issues, they are entitled to exclude them.

#### *Emergencies*

Our staff are trained to deal with emergencies. In the case of a serious accident involving your child the staff will contact you and take your child to the nearest medical facility. In a civil emergency the staff will follow the Homework Club emergency procedure and, if they cannot re-enter the venue, will walk to the nearest primary school and will wait with the children until they have been collected.

#### *Transportation*

The children will be met after school by staff members and will walk back to The Homework Club. Children from designated schools will be transported by Goldband Taxis before and after school. Children may be driven to school by staff with a full licence, in private cars which have a current WOF. If your child requires a booster seat, as taxi's are not legally obliged to provide these, we ask that you provide one. If a child turns up without one, we will need to send them in the taxi without a booster seat.

#### *Child safety*

The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the Oranga Tamariki. Photographs can be taken of the children for The Homework Club use only and may appear on the newsletter or on the Homework Club website or Facebook.

#### *Complaints*

The programme has a complaints procedure. If you have any problems please approach the supervisor and she/he will be happy to assist you with your concerns. Alternatively, please call the manager 021 274 1963 or the owner 021 274 1967 or email [info@thehomeworkclub.co.nz](mailto:info@thehomeworkclub.co.nz) at any time.

#### *Communication*

Parents are encouraged to talk to the staff at any time and to call the Manager/Owner if they have any concerns or queries. In the event of any closure due to unforeseen events such as earthquakes or bad weather, we will aim to update our website and Facebook pages. Please call your Homework Club mobile for any bookings or cancellations.

*Sick children*

Please do not send along sick children, as we do not have the facilities to care for them. If a child becomes ill during programme hours, parents will be called and asked to collect them.

*Health and Medical Conditions*

Health and medical conditions of your child must be provided on the enrolment form. Medication will only be administered to a child with prior written consent of the parent/caregiver.

Please feel free to call us at any time to discuss any concerns or queries you may have:

The Homework Club Manager	021 274 1963
Homework Club Barrington Before and After School	021 274 1961
The Homework Club Beckenham After School Care	021 274 1960
The Homework Club Cashmere After School Care	021 274 1964
The Holiday Programme 5-9 Years	021 274 1964
The Homework Club St Martins Before and After School	021 274 1962
The Holiday Programme 9-13 Years	021 274 1961

We look forward to getting to know you and your child.

# The Homework Club Fee Policy

## JANUARY 2021

### AFTER SCHOOL CARE 3.00PM- 6.00PM:

- \$20 per session Somerfield School
- \$20 per session Thorrington School
- \$20 per session Cashmere School
- \$20 per session St Martins School
- \$22 per session Casual Spaces -All schools

### BEFORE SCHOOL CARE 7.30AM -8.30AM:

- \$10 per session Somerfield School
- \$10 per session St Martins School
- \$12 casual sessions

### HOLIDAY PROGRAMME

- \$55 per day 8.00am – 6.00pm
- \$45 per day 8.00am – 3.00pm
- \$65 per day for all casual bookings

### Invoices and Payments

- All fees will be paid weekly unless otherwise arranged with the manager
- All invoices will be emailed once a week, parents should let the supervisor know if they have not received an invoice ASAP
- Receipts will be issued upon request at the end of the financial year, unless otherwise requested.
- The Homework Club will not accept any cash payments unless special permission has been given to pay at the Colombo Street office.
- Parents can pay online via internet banking, using child's full name as description and bank code, (will be at the bottom of the invoice) in the reference, account number : 12 3147 0175001 00
- All fees will be paid at the end of every week and all accounts will have a \$0 balance at the end of every school term.
- The Homework Club Manager will email all parents with outstanding debts to remind them to make payments and invite them to make contact to discuss payment options
- After 3 emails have been sent regarding unpaid debts and if no contact has been made by the parent, the Manager will forward all unpaid debts to Baycorp.
- Any additional costs incurred by the debt collection agency will be added to the account to be paid by the parents.
- Parents can ask The Homework Club Manager for a statement of their account at any time, please email [info@thehomeworkclub.co.nz](mailto:info@thehomeworkclub.co.nz)
- Parents can discuss any financial concerns with the supervisor or can contact The Homework Club Manager at any time.
- No future bookings can be made for your child unless your account is \$0 balance at the end of every school term.

### WINZ

Where a parent qualifies for a WINZ subsidy, they will be expected to pay the full rate until the subsidy has been approved.

### Cancellation and Booking Policy

- If the Homework Club is closed for any reason beyond its control such as earthquake or extreme snow, there will be no parental charge
- If your child is booked into the Homework Club Before and After School Care and does not attend for any reason, the full fee will be charged. This will include all casual bookings.

- Any sessions not cancelled which result in the Homework Club searching for the child at the end of the school day will incur a fee of \$20
- Any parent who is late collecting their child will incur a late pick up fee, \$10 for every 10 minutes after 6pm, per child.
- All casual bookings are \$22 per session at all venues for after school and \$12 for before school.
- If you wish to cancel a permanent booking at the Homework Club, we will require two weeks' notice period.

#### HOLIDAY PROGRAMME FEES

- There is no refund for any cancellation on The Holiday Programme
- All bookings are to be made 3 weeks before the programme begins, any bookings or changes after this date will be subject to an administration fee.
- A \$10 administration fee will apply to ANY bookings which incur changes to a booking, including adding or swapping days, within three weeks of the programme start date.

#### Extra Costs

- If your child purposefully breaks or damages any equipment or resources belonging to The Homework Club or the venue, then the cost will be added to your account.

I/We have read and agree with The Homework Club Fee Policy as outlined above.

SIGNED:

DATE:

# BEHAVIOUR MANAGEMENT POLICY

## OBJECTIVE

To ensure positive behaviour is encouraged at all times and to provide a Behaviour Plan to enable staff to deal with any behavioural issues

## PROCEDURE

- All the staff will receive training about our Behaviour Plan and what to do with challenging children
- All the children will be made aware of the HWC rules, expectations and consequences.
- Parents will be informed about any incidents and will be asked to sign the accident/incident folder
- Staff will work with and communicate together as a team and with parents and children so that there everyone is aware of the expectations and outcomes and there is continuity and consistency for everyone.
- Behaviour will be managed in a positive way that enhances children's development and self-esteem.
- Children are not to be physically punished, disciplined or treated in a way that is degrading, humiliating or causes fear or anxiety.
- Staff will reward all children who are following the rules – Fantastic 50/Dollar Chart/Other reward system

## The Homework Club Rules

1. Use kind words
2. Keep your hands and feet to yourself
3. Listen to the adults
4. Respect the equipment and the property

## Behaviour levels, Indicators and consequences:

- **Green Behaviour:** All children start at Green Behaviour every day, staff will encourage all children to stay at this level. The Homework Club four rules will apply (as stated above). Consequences at this level include: the Fantastic 50, and where applicable the dollar chart system.
- **Yellow Behaviour:** When a child causes minimal disruption examples are calling out, talking back, not listening. Consequences are: a verbal apology and verbal warning from staff.
- **Orange Behaviour:** When a child persists in Yellow behaviour, indicators or causes what is deemed as more serious disruptions or distractions. Some consequences of this behaviour include: mediation and a reflection sheet.
- **Red Behaviour:** When behaviour is affecting the smooth running of The Homework Club, or when a situation occurs that causes serious disruption, distraction or distress. Some examples of this include: damage to property, stealing or defiant behaviour. Consequences of this behaviour will include: mediation, Serious Incident Sheet, Temporary exclusion.
- **Black Behaviour:** When a staff member feels they are unable to restrain a child and the other child's safety is compromised. Some examples of this Behaviour include: Acts of violence, intentionally leaving the group, aggressive or threatening Behaviour or language. Consequences of this behaviour include and are limited to: Permanent exclusion.
- Children's individual needs and the individual circumstances of the incident will be taken into account and the consequence applied will depend on the perceived seriousness at that time.
- As a general rule: 3 yellow behaviours (in one day) = Reflection Sheet (orange behaviour)  
3 orange behaviours (in one week) = Serious Incident Sheet (red behaviour)



### 3 Serious Incidents (in one term) = Permanent Exclusion

#### Serious incident Sheet:

- If you have had a serious incident sheet, you will be asked to be excluded from The Homework Club for a time agreed on by the parents and the Supervisor, (Red Behaviour).
- At The Holiday Programme, this may be without notice and will result in exclusion for the rest of the programme
- Any outburst of physical violence or aggressive behaviour is a serious incident and will result in exclusion without notice.
- Parents will be informed when they collect their child of any serious incident sheets and will be asked to sign the incident/accident form
- An agreed exclusion time will be discussed amongst the parents and supervisor and will usually be a week
- If a caregiver collects the child on the day of the serious incident, the supervisor will call the parents to discuss the behaviour and an exclusion period
- Exclusion as a result of Black Behaviour level will result in permanent exclusion, effective immediately and without notice.
- Staff will record all serious incidents in the red folder and the supervisor will discuss with the manager
- Staff may decide to complete the Staff Detailed Incident Record, to record the incident with more detail for the Manager
- 3 serious incident sheets in one term will result in permanent exclusion

#### Policy for Difficult Children

- Divide and Conquer!! Separate the trouble maker from the others and deal with individually – give the child a verbal warning.
- Let the child know that it is his behaviour which is the problem and he can choose to change his behaviour – it is his choice
- Allow the child some space/time to cool off and calm down and talk about the behaviour you would like to see at the HWC
- If the problem persists ask the child / children what the problem is and let them have their say.
- Explain how their behaviour is unacceptable and in what ways they have broken the four Homework Club rules/ Behaviour levels.
- Ask the child to write a reflection sheet and/or apology letter in a separate/quiet place and to think about how they can improve their behaviour until the adult comes back to them.
- The adult will decide if the child is ready to join the others and if any apologies are necessary or if more detail is required on the reflection sheet/a longer time out period is required
- If another problem arises with the same child in the same session the child will be asked to write an apology letter which will be shown to their parents.
- If the child has had a reflection sheet and or written an apology letter and is “out of control” the supervisor will call the parents to collect the child and will also inform the Manager
- One staff member will supervise the child until they have been collected from the Homework Club, ensuring their safety at all times

#### Policy for Difficult Situations

- One staff member will stay with the group and will gather the group into a group activity to ensure they can all be supervised
- The other staff member will stay with the difficult child / children in a separate area but within sight and/or sound of another staff member.
- Staff to follow Policy for Difficult Children when dealing with the child/children involved
- Every day at The Homework Club is a new day and the slate will always be wiped clean to encourage everyone to have a fresh, positive start to every session.
- The reflection sheets will be kept for a week (on the clipboard with Fantastic 50) as evidence that 3= serious incident sheet
- The serious incident sheets will be kept for a term (in the red folder) as evidence for 3=exclusion

Behaviour Indicators	Consequences
<b>Green Zone</b>	The Fantastic 50 Chart
All children start at Green Behaviour every day	Names will be added to chart,
Staff will encourage all children to stay at this level.	when complete a number
The Homework Club "Four Rules" will be encouraged	will be called for a lucky treat
Listen to the adults	and also treat for most names
Respect the property	
Use kind words only	
Keep your hands and feet to yourself	
<b>Yellow Zone - Behaviour 1</b>	<b>3 warnings a day = reflection sheet</b>
When a child causes minimal disruption	Verbal apology from child
Examples:	Verbal warning from staff
Calling out, not listening, talking back, using unkind words	
<b>Orange Zone - Behaviour 2</b>	<b>3 reflection sheets a week = serious incident</b>
3 Yellow in one session = Orange Behaviour	Mediation/talk to staff
When a child persists in yellow behaviour	Reflection Sheet
More serious disruptions or distractions	
Examples:	
Bullying or bothering others, verbally disruptive,	
Inappropriate or unwanted physical contact,	
Not listening or respecting the staff	
<b>Red Zone - Behaviour 3</b>	<b>3 serious incidents a term = exclusion</b>
3 Orange in one week = Red Behaviour	Mediation/talk to staff
When behaviour is effecting the smooth running of the Homework Club or when a situation occurs that causes serious disruption, distraction or distress	Serious Incident Sheet
Examples:	May result in temp exclusion
Damage to property, Stealing, Defiance Behaviour, refusing to join the group.	
<b>Black Zone - Behaviour 4</b>	Permanent Exclusion
3 Red in one school term = Black Behaviour	
When a staff member feels they are unable to restrain a child and the other child's safety is compromised	
Examples:	
Intentionally leaving the group, acts of violence,	
Aggressive or threatening behaviour or language	
Please Note:	
Children may "jump" from Green or Yellow Zone straight to Red Zone or Black Zone	
Red Zone at the Holiday Programme may result in exclusion for the rest of the holiday programme, without notice	
The Supervisor will let parents know if their child has had a reflection sheet/serious incident sheet	
The Supervisor will discuss with the Manager when a child has had a serious incident, (will record in folder).	
The team will work together with consistency and will support each other with decisions made	
Every day is a "new day" at The Homework Club.	

**You are the boss of yourself! Remember to make the right choice...**

Child Signature .....

Date.....

Parent Signature .....

Date.....

My family are called

They are from

Their place of work is

My friends are

My pets are



Things I like

Things I do not like

My hobbies/interests are

Special things about me

.....  
(my name)  
**ALL ABOUT ME**



MY FAVOURITE

Movies/TV shows

Books/Stories

Songs/Music

Group Game/s



Things I am good at

Things I struggle with

Things I am learning to do

When I am upset I like to