

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: School hall

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 half the daily rate and will be added to your account.

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 in the daily roll book with your signature and the time. 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	\$19
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
The Before School Care for all other schools to include taxi transport	\$12

Please note cancelled sessions before 2.30pm will incur half payment of that session. The full fee will apply if there has been no cancellation. Casual Sessions are \$20 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

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, eg. 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

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. 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.

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 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, parents can call the office landline 33 222 19 for a recorded message and updated information. This number is not manned daily, 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 5-8 Years	021 274 1964
The Homework Club St Martins Before and After School	021 274 1962
The Hoiliday Programme 8-13 Years	021 274 1961

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