

## December 2018

Dear Parents and Caregivers,

### Re: Kool Kidz – December 2018 and January 2019 School Holiday Programme - for ages 5 to 13

We will be running our School Holiday Programme in December and January holiday and would encourage you to find out more about it. Our aim is to make our programmes beneficial, convenient and affordable for all families in our community, and of course great fun for your kids.

If you are keen for your kids to take part, please fill out the enclosed forms ASAP (as soon as possible) to ensure you don't miss out, as our available spaces do fill quickly. In order to have an exciting, well planned, well run and well supervised programme, we do limit the number of kids to 40 maximum.

You can return your completed forms to us in any of these ways:

- Deliver them in person to our offices during our office hours (Mon to Fri 8:30 am – 5:00 pm)
- Complete the forms in Microsoft Word and then email them to: [reception.elim@gmail.com](mailto:reception.elim@gmail.com)
- If you don't get a reply from us within three days, please do contact us.

Our updated Payment Terms are fully outlined on the Parent/Caregiver Information Sheet. Please refer to these so that you are aware of what the changes are and what terms will be applied by us.

If you have any suggestions or comments regarding our programme, please don't hesitate to see Team Supervisor, our Community Trust Manager, or the admin team in the office.

Yours faithfully,

**Karen Moar**  
Kool Kidz Holiday Programme Administrator

# PARENT / CAREGIVER INFORMATION

## Welcome to Kool Kidz – December 2018 & January 2019 - School Holiday Programme (ages 5 to 13)

This Parent/Caregiver Information document is for you to keep.

### Operating Dates & Hours

- Dates: Week 1: Tuesday 17<sup>th</sup> – Friday 21<sup>st</sup> December
  - Week 2: Monday 7<sup>th</sup> – Friday 11<sup>th</sup> January
  - Week 3: Monday 14<sup>th</sup> – Friday 18<sup>th</sup> January
  - Week 4: Monday 21<sup>st</sup> – Friday 25<sup>th</sup> January
  - Week 5: Tuesday 29<sup>th</sup> – Wednesday 30<sup>th</sup> January
- Hours: A full day is from 7:30 am to 5:30 pm each and every day.
- Morning Drop-off: Please drop your child off at our Centre (8 Wordsworth Street, Leamington, Cambridge) ideally between 7:30 am and 9:00 am. Please do not drop your child off before 7:30 am as there will be no-one present to supervise them. If a child is going to be late (after 9:00 am) please do give the Supervisor a phone call to let us know.
- Afternoon Pick-up: Please pick up your child before 5:30 pm. Fees are charged when children are not collected by this time (detailed in Payment Terms later in this document).
- We would appreciate prior notification from you, should you plan to send a different person to pick up your child. If a person arrives to collect your child and we have no knowledge of this person, then we are obliged (for the safety of your child) to keep the child in our care until you have been located for consent.

### Programme

Children participate in organised activities including indoor and outdoor games, sports, crafts, baking, team challenges and free play. We include some limited video game time, only with prior Parent/Caregiver approval. You can follow us on **Elim Kool Kidz** Facebook page.

### Registration

We need a **Registration Form** to be completed in full each year, which will give us all the information we need to know about your child, including emergency contacts. If your child has attended our programmes previously, it is very important that we have up-to-date information, in the interest of your child's safety and well-being. Therefore if there are any changes to information previously supplied, please inform our Staff of revised details. This form must be updated and signed at least annually.

### Enrolment

We also need an **Enrolment Form** completed for each and every School Holiday Programme that your child attends (four per year in April, July, Sep/Oct, and Dec/Jan). Enrolment is finalised only upon completion of the relevant forms and payment of fees in accordance with our Payment Terms.

### Programme Fee

- One of the following three choices, depending on how many days your child is booked for:
  - \$36.00 per child per day (if attending less than the full nine days).
  - \$155.00 per child for one week only, either the first or second week (equivalent to a \$25 discount).
  - \$310.00 for the full two week programme (equivalent to a \$50 discount).

- We only accept bookings for full days and not for half or part days; anything less than a full day creates difficulties in arranging adequate staffing supervision.
- Bookings are taken on a first in basis, inclusive completed enrolment and deposit paid.
- Family discount: 50% discount applies to the third child in a family attending the same session. This discount does not apply for WINZ subsidised families.
- Terms of Payment are detailed fully later in this document.

### **What to bring**

- Suitable clothing for the day; if sunny provide sun cover clothes (including a hat)
- Sun block protection ( Surf Life Saving sunblock is provided )
- Food for morning tea, lunch and afternoon tea, plus a Drink bottle. If your child has any specific allergies, health or dietary requirements please let us know in the interests of their health and wellbeing.

### **Signing your child in or out**

Please sign the daily roll sheet each day when you drop off or pick up your child, and also indicate the time your child is dropped off or picked up. This is extremely important as:

- It enables us to know with certainty that there are no missing children.
- OSCAR funding which helps us keep the price down for parents/caregivers, requires we have and keep hardcopy documentation with these details.

### **Absences**

Once your child is enrolled, we need to be notified by the Parent/Caregiver if they are not going to attend, for whatever reason. Please phone our office (07-823-3216) and leave a message. If we have not been notified and your child does not arrive on site, we will contact you in the first instance. *Your child's safety is paramount to us!*

### **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, Parent/Caregivers will be called and asked to collect them. If you have any queries or concerns, the Supervisor is available to assist you.

### **Behaviour Management**

We use behaviour management techniques that encourage positive self-esteem. It is our goal to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected. This is done through the use of positive reinforcement and a stimulating and varied programme to ensure against boredom. Every effort will be made to help your child settle into the programme. However, if a child's behaviour is consistently harmful to other children, you will be asked to remove him/her from the programme.

### **Video Games**

From time to time we have video games that we bring out (X-Box & PlayStation). We are very strict on the type of games that we allow to be played by children whilst in our care. We are also aware that families have different guidelines for their children as to the availability of playing these types of games and we wish to respect those boundaries. Please indicate your preferences on the Registration Form.

## **Policies and Procedures**

Please see the Supervisor if you wish to view our *Policies and Procedures* booklet. It contains detailed information on health and safety, making complaints, employment practices, etc...

## **Complaints**

The programme has a complaints procedure. If you have any problems please approach the Supervisor, Community Trust Manager, or, if necessary, a member of the Trust Board and they will be happy to assist you. If you wish to report a serious concern, you can contact the Department of Child, Youth and Family Services at 0508 FAMILY (0508 326 459).

## **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.

## **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 remain at the Centre until all children are collected, unless instructed otherwise by the authorities.

## **Terms of Payment**

### **❖ Fees**

We have a two stage payment system, as follows:

- 1) 25% Deposit is payable upon enrolment/booking.
- 2) 75% Balance is due within five working days of the final day of the programme.

Fees can be paid via internet banking (see Bank details below) OR paid in the Centre office by Cash, Cheque or Eftpos. We do not accept credit cards. All fees paid by Cash, Cheque or Eftpos will be receipted and payments will show on the following invoice.

Any unpaid fees after Friday 8<sup>th</sup> **February** will incur a 10% penalty, unless a written arrangement to pay the fees over a specified period of time has been reached with the management prior to the commencement of the two week programme. If fees remain unpaid after three months, a debt collection procedure will be commenced with any costs of such plus the 10% penalty added to the debt.

### **❖ Changes / Absence / Cancellation / Late Pickup**

- a) **Changes:** We require a minimum of seven days' notice before changes to your child's bookings in the School Holiday Programme can be made without charge. Deposits are non-refundable unless seven days' notice is given.
- b) **Absence:** Where children are absent due to medical conditions, or for a genuine emergency based reason, fees may be waived. These will be considered on a case by case basis. Please contact the Supervisor.
- c) **Cancellation fees:** With no notice - for a booked session cancelled on the day or where a child does not attend, full fees apply.
- d) **Late Pickup:** Should your child not be picked up by 5.30pm, a late charge will apply. Up to 15 minutes late the charge is \$10.00 per child. After 5:45 pm, per 15 minutes: \$10.00 for one child; \$15 for two children and \$20 for three or more children.

#### ❖ **Possibility of WINZ Assistance**

WINZ offers a subsidy as a way of assistance to some Parents/Caregivers whose children attend an official OSCAR programme.

- Please contact WINZ directly if you believe you are eligible for a WINZ subsidy for this Holiday Programme, or require their forms to make a subsidy application. If you would like some assistance in this process, you are most welcome to come in to our Centre office and see Karen Moar , our Kool Kidz Holiday Programme Administrator. She can assist you in trying to determine what level of WINZ subsidy you may or may not be eligible for. Kool Kidz offers helpful advice but takes no liability or responsibility for final decisions made by WINZ.
- If you do qualify for a WINZ Subsidy, such amount can be deducted from your Programme Fee payable to us. No deposit of 25% is required if your WINZ subsidy is confirmed in writing to us prior to commencement of the programme. If not confirmed in writing, the 25% deposit remains payable.
- The Parent/Caregiver agrees full payment to Kool Kidz is their personal responsibility and commitment. No non-payment will be permitted because WINZ either declines or reduces a subsidy or the subsidy was applied for too late to determine eligibility prior to programme commencement. We therefore strongly encourage any Parent/Caregiver seeking WINZ assistance to take early action (at least 2 to 3 weeks prior to commencement of a holiday programme) to find out their eligibility for any WINZ subsidy.

#### ❖ **Our Bank Account Details:**

The bank account for any and all Kool Kidz payments is:

Bank: ANZ Branch, Cambridge

Account Name: Cambridge Elim Community Trust

Account Number: **06-0301-0126141-00**

Reference: Children names (especially where different to Parent surname)

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



# KOOL KIDZ!

## REGISTRATION FORM

December 2018 – January 2019 School Holiday Programme

Date: \_\_\_\_\_

**Name(s) of your children:**

1 _____	D.O.B. ____/____/____	M/F
2 _____	D.O.B. ____/____/____	M/F
3 _____	D.O.B. ____/____/____	M/F

**Parent/ Caregivers Names:** \_\_\_\_\_

**Contact Details:** a) Home address: \_\_\_\_\_

b) Email address: \_\_\_\_\_

c) Telephone: (Home) \_\_\_\_\_

(Work) (#) \_\_\_\_\_ = (Name) \_\_\_\_\_

(#) \_\_\_\_\_ = (Name) \_\_\_\_\_

(Mob) (#) \_\_\_\_\_ = (Name) \_\_\_\_\_

(#) \_\_\_\_\_ = (Name) \_\_\_\_\_

If there are several contact details, please specify whose number it is above.

Please indicate how you would prefer to be communicated with (circle one): Postal Mail / Email

**People authorised to pick up your child:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**People who specifically cannot pick up your child:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**Emergency contacts:**

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_

Children's Doctor: \_\_\_\_\_

Telephone: \_\_\_\_\_

Doctor's Clinic: \_\_\_\_\_

Address: \_\_\_\_\_

**Additional information: (The more information we have the better we can care for your child)**

Does your child have any particular health needs we should be aware of?

Is there anything else we should know about in order to take good care your child?

**Video Games activities**

My preference is that my child (please circle one)

- a) Does not play at all    b) For not longer than 1 hour per day    c) Happy with your discretion

**Permissions (Please circle one)**

**I give/do not give** permission for my child to photographed/videoed for the purposes of marketing and advertising.

**I give/do not give** permission for my child to photographed/videoed to be added to Elim Kool Kidz Facebook.

Signed by Parent/Caregiver: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/201

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

# Kool Kidz - Enrolment Form

## December 2018 and January 2019 School Holiday Programme

Name(s) of children:

1 \_\_\_\_\_ Age \_\_\_\_\_

Days my child will attend the School Holiday Programme: (please circle)

Week 1 (Monday 17 <sup>th</sup> – Friday 21 <sup>st</sup> December)	Days: Mon Tues Wed Thur Fri
Week 2 (Monday 7 <sup>th</sup> – Friday 11 <sup>th</sup> January)	Days: Mon Tues Wed Thur Fri
Week 3 (Monday 14 <sup>th</sup> – Friday 18 <sup>th</sup> January)	Days: Mon Tues Wed Thur Fri
Week 4 (Monday 21 <sup>st</sup> – Friday 25 <sup>th</sup> January)	Days: Mon Tues Wed Thur Fri
Week 5 (Tuesday 29 <sup>th</sup> – Wednesday 30 <sup>th</sup> January)	Days: Tues Wed

2 \_\_\_\_\_ Age \_\_\_\_\_

Days my child will attend the School Holiday Programme: (please circle)

Week 1 (Monday 17 <sup>th</sup> – Friday 21 <sup>st</sup> December)	Days: Mon Tues Wed Thur Fri
Week 2 (Monday 7 <sup>th</sup> – Friday 11 <sup>th</sup> January)	Days: Mon Tues Wed Thur Fri
Week 3 (Monday 14 <sup>th</sup> – Friday 18 <sup>th</sup> January)	Days: Mon Tues Wed Thur Fri
Week 4 (Monday 21 <sup>st</sup> – Friday 25 <sup>th</sup> January)	Days: Mon Tues Wed Thur Fri
Week 5 (Tuesday 29 <sup>th</sup> – Wednesday 30 <sup>th</sup> January)	Days: Tues Wed

3 \_\_\_\_\_ Age \_\_\_\_\_

Days my child will attend the School Holiday Programme: (please circle)

Week 1 (Monday 17 <sup>th</sup> – Friday 21 <sup>st</sup> December)	Days: Mon Tues Wed Thur Fri
Week 2 (Monday 7 <sup>th</sup> – Friday 11 <sup>th</sup> January)	Days: Mon Tues Wed Thur Fri
Week 3 (Monday 14 <sup>th</sup> – Friday 18 <sup>th</sup> January)	Days: Mon Tues Wed Thur Fri
Week 4 (Monday 21 <sup>st</sup> – Friday 25 <sup>th</sup> January)	Days: Mon Tues Wed Thur Fri
Week 5 (Tuesday 29 <sup>th</sup> – Friday 1 <sup>st</sup> February)	Days: Tues Wed

**Register you interest** in the following days – (**Only open** if we have enough Children booked in)

Monday, December 24 <sup>th</sup>	Book In	Yes	No
Thursday, January 3 <sup>rd</sup>	Book in	Yes	No
Friday, January 4 <sup>th</sup>	Book in	Yes	No

**Please ensure we have an up to date Registration Form with details about your child including emergency contacts. If unsure – see Centre Office.** If you have any questions about the programme or wish to see a copy of the programme policy prior to signing, please do not hesitate to ask a member of staff.

I/We agree and acknowledge:

- I have read and understand the above information.
- I accept the Terms of Payment indicated in the Parent / Caregiver Information document
- The Supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- All care will be taken to provide supervision of children attending the programme in accordance with programme policy and procedures. I acknowledge however, 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 programme.
- That one week's notice must be given before changing our child's bookings, in order to do so without paying for the days changed or cancelled.

Name of Parent/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Caregiver: \_\_\_\_\_

# Kool Kidz

## December & January Events

Parents/Caregivers, please sign your permission below.

I give permission for \_\_\_\_\_ to go to the following events:

Please **DO NOT** give your Children **EXTRA SPENDING MONEY**

### Wednesday 9<sup>th</sup> January

#### Bush Walk & Lunch Trip

**Times:** Leave at 10am return at 3.30pm

**Bring:** Drink Bottle, Hat and shoes

**Extra Cost:** \$ 10.00

### Wednesday 16<sup>th</sup> January

#### Animal Farm Day & Sausage Sizzle

**Bring:** Drink Bottle, Togs, Hat and Shoes

**Extra Cost:** \$ 7.50

### Wednesday 23<sup>rd</sup> January

#### Water World - Hamilton

**Times:** Leave 10.30am and Return at 3.30pm

**Bring:** Lunch, Drink Bottle, Togs, Hat and Shoes

**Extra Cost: Swim Only** \$ \$16.35

**Swim & Hydroslide** \$ 21.35

I give permission for my child to go on Spontaneous trips to Wordsworth Park

**Signed:** ..... **Dated** .....