EVERYONE OUT HOLIDAY PROGRAMME

Caregiver/Parent Information

Even if your child has been to our programmes many times before, please read carefully. Please note that your child will need TWO changes of clothes and TWO pairs of footwear and a waterproof jacket. Please make sure tamariki are dressed in sun smart, practical clothes ready for a day of play outside in all conditions!

We are very lucky to have an amazing team of educators (kaiako) on this programme. Here's a little bit more about them.

Rachel (Programme Manager) - is an adventurous mum to three children (tamariki). Rachel created this unhurried programme to fulfil her passion of seeing more tamariki realise the fun that can be had playing in nature.

Renata (Educator/kaiako) - has been working at Everyone Out for several years now and knows many of the tamariki well. She is passionate about education and believes that the health and emotional wellbeing of a child is central to their ability to learn and play. She loves yoga and travelling.

Pietra (Lead Educator/kaiako) - currently working as an assistant kaiako at Island Bay and Paparangi Nature School. She has experience working in early childhood education in Aotearoa and is passionate about outdoor education and environmental stewardship. Pietra is also an expert slackliner and a wizz with all types of knots.

Millie (Educator/kaiako) - is currently studying at Vic Uni and has been working at Everyone Out since January 2023. At secondary school she excelled at Art & Design, Te Reo Māori, Maths and Science. Mille has volunteered at the Island Bay Marine Education Centre so will be able to share lots of knowledge about our local marine life. She also has experience babysitting school aged tamariki.

Neo, James and Maeve (volunteer rangatahi) - are students at Wellington High. Neo and James started volunteering in 2025 and Maeve will be new to the team in Jan 2026. They all bring their unique energy, creativity, and playful spirits, providing extra hands to support tamariki and role model active, imaginative play.

Please share our names and passions with your tamariki so they feel like they know us at least a little bit before we meet them. Please note that if one of the kaiako is unable to work a suitable reliever will be employed.

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Drop off and pick up
Tamariki can be dropped off between **8.45am - 9am**. Please note this time and try to arrive on time. This is especially important if this is your child's first time at Everyone Out. The safety briefing starts just after 9am. Tamariki who arrive late will miss this safety hui.

Please do not drop your tamariki off early. Our kaiako will be busy setting up for the day and will not be able to accept your child until **8.45am**.

Parent/caregiver's are expected to contact the programme manager, Rachel Prier 0221594160, before 8.30am on the day of attendance if their child is not attending for any reason.

The following steps will be taken if a child is not signed in and/or does not arrive at the programme.

- Primary contact person (parent/caregiver) will be telephoned
- If parent/caregiver is unavailable, emergency contacts will be telephoned

Tamariki can be picked up and signed out between **3.15pm - 3.30pm**. If you need to pick your child up early please let the programme manager before 8.30am on the day of attendance. Tamariki will not be released to anyone other than the primary contact person(s) (parent/caregiver) or a named person(s) with permission to pick up your child as stated on the enrollment form.

As per our terms and conditions parents will be charged an additional fee of $10 per child, per 10 minutes, if they are dropped off or collected outside of the programme times.

Access and Parking
The Scout Hall is on Dover street, opposite No. 7 Dover street, and accessed via a gravel parking and turning area. Please be careful when parking or backing in this area. If the parking area is full please park on Adelaide road or Dover street and walk to the Hall.

The hall is also very close to the No. 1 Bus route with stops on Adelaide Road.

Keeping your child comfortable at Everyone Out
Please remember Everyone Out is an all weather outdoor programme. Make sure your child(ren) are dressed for our changeable Wellington weather conditions. Please also send them along with lots of kai (food) in their lunch box to fill them up. Tamariki won't get the most out of our programme if they aren't comfortable.

Please make sure your child is dressed for our changeable Wellington weather. **For a day at Everyone Out they will need to be dressed in:**

- Sun hat
- Practical shoes (at least one pair of closed toed shoes)

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- Sun smart clothes (covering shoulders)
- Layers on top plus a waterproof jacket
- Puffer vests or jackets are great for extra warmth but they are not waterproof

What your child needs to bring and wear:

- Back pack
- Waterproof jacket (and overpants if you have them)
- A warm jersey, polar fleece and wool are great
- **Two full changes of clothes** (Including socks and underwear)
- A spare pair of footwear. Sports shoes or robust sandals
- A small towel
- **Sun Hat**
- Morning tea and Lunch (Litterless would be great too!)
- Water bottle
- Any medication required (please hand in at sign in)
- A wet bag or extra bag to transport wet or dirty clothes home in

We will be checking that your child has the above items when they are signed in. If any items are missing we may ask you to return home to get them. We understand that this could be an inconvenience but it's necessary for the well-being of your child at our programme.

Playing outside can get messy so please encourage your child to wear practical clothes rather than their best clothes. If your child is one that loves getting messy and doesn't mind playing all day in the rain please send them with more changes of clothes and full waterproofs so we can allow them to continue to play the way they would like to.

What to expect on each day

This is an example timetable of what a day might look like.
This would be a day when the weather forecast is fine or fairly fine. Days when the forecast is for very wet weather will look a bit different.

Example timetable

8.45 - 9.10 Drop off period, gear check
9.15 Morning Hui (briefing) + snack
9.30 Boundary walk (for newbies) & questions
9.40 Play, explore, discover!
12noon Lunch
12.30 Play, explore, discover!
2.30pm Pack up equipment and personal items
2.45pm Set up fire for marshmallows
3.15 - 3.30pm Tamariki are picked up to go home

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Some of the possible activities available during our programme include:
- Exploring the bush and its inhabitants
- Climbing Trees
- Arts and crafts, working with natural materials, weaving, whittling, painting rocks etc
- Rope play, making swings, putting up hammocks and rope spider webs
- Storytelling and drama, reading books
- Take a mini trip to the near by pine forest, play ground or stake park
- Water or messy play
- Learning to start fires, cooking over the fire.

Sun Safety (Term 1 and 4 only)
Please apply sunscreen **before** your child arrives at our programmes and is dressed in sun smart clothes (shoulders covered please).

Sunscreen will be reapplied after lunch. Staff will encourage children to apply their own sunscreen and will supervise all children to ensure it is applied correctly. We will have Everyone Out sunscreen for your child to use but please provide your own if your child has any allergies. Please consider the lunchtime application of sunscreen a top to an already well covered child.

Sun hats must be worn all day. If a hat is not provided, tamariki may be able to use a spare hat if one is available, if one is not available, parents will be asked to return home to get one.

Devices
Tamariki are not permitted to use electronic devices for gaming, social media and other internet use etc during holiday care. We understand that some tamariki use their devices to take photos and we are happy for them to use them to do this however Everyone Out is not responsible for any internet usage or misuse of these devices. Any devices brought to the programmes are at your own expense and Everyone Out is not liable for any broken, damaged, or misused devices.

Changes to Enrolment
Everyone Out Holiday Programme has a no refund policy. No credit will be given for last minute cancellations (within 7 days of the holiday period) or absences. Changes are limited to spaces available. If you are unsure check out our Fee Policy in our T & Cs
https://www.everyoneout.co.nz/terms-and-conditions/

Policies and Procedures
Our Policies and Procedures manual and our Risk Assessment and Management Plan is available to all parents and caregivers on request. There will also be copies held at the venue for your information. Also find policies available on our website https://www.everyoneout.co.nz/

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Illness

To stop the spread of illnesses it's your responsibility as a caregiver is to keep your tamaiti (child) at home if they are sick.

Risk

Our programme is intentionally built around managed risk. Activities such as climbing, tool use, rough-and-tumble play, and fire are part of how tamariki learn awareness, responsibility, resilience, confidence, and risk assessment skills. These experiences are an important and deliberate part of our philosophy and learning environment.

While we provide active supervision, clear boundaries, and ongoing safety processes, outdoor play and real-world experiences do carry inherent risk. Not all risk can or should be removed. As part of participating in Everyone Out Programmes, tamariki may come home with scratches, bruises, cuts, bumps, splinters, or other minor injuries that are a normal part of active outdoor play and exploration.

We take injuries seriously and review incidents carefully to reflect on what can be improved while still maintaining meaningful opportunities for challenge, adventure, and growth. Our aim is not to eliminate all risk, but to create an environment where tamariki can experience challenge, develop capability, and build confidence in themselves and the natural world.

Questions

If you have any questions please call Rachel - 0221594160 or email rachel@everyoneout.co.nz