



WB KIDS CLUB

PARENT INFORMATION



ENROLMENTS & REGISTRATIONS

- At Waihi Beach Kids Club ("WBKC") we now use Enrolmy for taking enrolments and bookings.
- All children must be enrolled before attending the After School Care or Holiday programme.
- Please use Enrolmy to enrol your child or make a booking.
- Parents/Guardians must provide accurate and up-to-date contact information. This includes providing at least 2 emergency contacts.
- Otherwise, please ask the staff for a hard copy form to complete. We can also help you with the programme.
- The After School Care programme will operate from 2.45 to 5.30 during the school term on Monday to Friday excluding public holidays.
- The Holiday Programme dates will be as advertised.

Bookings



- Bookings can be made via Enrolmy. We will have links available for any open sessions on our Facebook page.
- Bookings will be accepted provided space is available.
- To make a booking prior to 2.00pm on the day for the After School Care session or before 8am during our Holiday programme please use our Enrolmy system. To book after that time, you will need to text or call us on 021 148 7286.

ABSENTEEISM

- Children are expected to attend regularly and arrive on time.
- If children are to be absent from the programme, parents can make changes to the booking via the Enrolmy system before 2.00pm on the day of the After School Care session or before 8am during our Holiday programme. Otherwise, parents can text 021 148 7286.
- Where the notification is received after 2.00pm or no notification is given the full fee may still be charged.

AFTERNOON TEA

- Food will be provided and served at the beginning of the After School Care session.
- Parents/guardians must inform staff of any dietary restrictions or allergies.
- No food is promised for the Holiday programme.

HEALTH AND SAFETY

- Parents/guardians must inform staff of any medical conditions, allergies, or special needs their child may have.
- Minor Health & Safety accidents and/or incidents will be treated appropriately by programme staff and advised to parent/guardian. In the unlikely event of a medical emergency, your child will be transported to hospital or nearest emergency medical facility (in an ambulance if necessary), and parents or a named contact person will be notified immediately.
- Any child with flu-like or communicable/infectious disease symptoms, fever, rash, sticky eyes, diarrhoea, or vomiting is required to stay home until after symptoms settle.
- Any child who exhibits any of the above conditions during the programme will be isolated away from other children and their parent/caregiver will be contacted immediately to collect them.





FEES

- WBKC currently charge a flat fee of \$15 (plus GST) a session for after school sessions or \$17.50 (including GST). This is paid at the time of booking. If payment is not received at the time of the booking it may be cancelled.
- If you are not able to make a booking prior to the session we will send an invoice in the following week. Where payment has not been received by due date on the invoice any future enrolment may be suspended until payment has been received or a late payment penalty may be charged.

WINZ/OSCAR

- WBKC is OSCAR accredited.
- Some families may be eligible to claim the WINZ OSCAR subsidy. Please contact WINZ directly to check if you are eligible. It is also the applicant's responsibility to keep WINZ fully informed of any changes in circumstances or care arrangements.
- Please let us know if you are applying for OSCAR subsidy and we will discuss the next steps.
- Even if there is an arrangement with WINZ, the parent/guardian is the party ultimately responsible for the fees charged.

COLLECTING YOUR CHILD

- When arriving to collect your child please sign them out and advise staff that you are taking your child. This is a Ministry of Social Development requirement.

PRIVACY

- WBKC follows the principles of the Privacy Act 1993.
- Information provided by parents/guardians may be required for statistical purposes, MSD audits, to ensure contact in an emergency and to facilitate individual care and attention for your child.
- WBKC may also discuss your child with your child's school if we consider it in the best interest of your child.
- WBKC is also required by the Vulnerable Children Act 2014, to share with appropriate organisations if there are any concerns for the safety of a child or another family member.

BEHAVIOUR AND DISCIPLINE

- Children are expected to behave respectfully towards staff and peers.
- Any disruptive or harmful behaviour will be addressed according to the program's discipline policy.
- Repeated behavioural issues may result in suspension or termination from the program.

PERSONAL BELONGINGS

- WBKC is not responsible for any lost or damaged personal belongings.
- Children are encouraged to leave valuable items at home.

COMMUNICATION

- Regular updates and important information will be communicated via email and our Facebook page.
- Parents/guardians are encouraged to stay informed and communicate any concerns with staff.

COMPLAINTS

- If you have any problems, contact us on waihibeachkc@gmail.com and we will be happy to assist you with your concerns.





WB KIDS CLUB MEDICATION CONSENT FORM



Child's Name:.....

Address:.....

Phone number:.....

Medication
Name:.....

Medication dosage and times to be given
:.....



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.....

I..... give permission for a staff member of Waihi Beach Kids Club to administer the above medication to the child named above as directed.

SIGN:.....DATE:.....





WB KIDS CLUB

Centre Rules

1. **Be Respectful:** Treat everyone with kindness and respect. Listen to the staff and follow their instructions.
2. **Stay Safe:** Always stay within the designated areas and follow safety guidelines during activities.
3. **Be Inclusive:** Include everyone in games and activities. Make new friends and help others feel welcome.
4. **Take Care of Property:** Respect the equipment and materials provided. Clean up after yourself.
5. **Be Responsible:** Take care of your belongings and keep track of your things.
6. **Have Fun:** Participate in activities with a positive attitude and enjoy your time here!