



Freemans Bay School Community Room - Wellington St - Freemans Bay

Freemans Bay After School Care provides safe, fun, supervised programmes which cater for the needs of children before and after school.

Our programme provides constructive opportunities for children to use their leisure time creatively in a caring and positive environment.

The programme is CYF (Child, Youth & Family) approved which means that parents on low incomes can access the childcare subsidy.

BEFORE & AFTER SCHOOL CARE

We provide breakfast at Before School and afternoon tea at After School.

The following activities are offered on a daily basis:

- Homework.
- A planned arts and crafts project.
- Free use of art and craft material.
- Free use of games, toys and equipment.
- Free outdoor play.

HOURS	BEFORE SCHOOL CARE		AFTER SCHOOL CARE		BEFORE & AFTER SCHOOL CARE	
	7:00 am - 9:00 am		3:00 pm - 6:00 pm			
FEE	1 ST Child	2 ND Child	1 ST Child	2 ND Child	1 ST Child	2 ND Child
DAILY	\$8.00	\$6.00	\$16.00	\$11.00	\$22.00	\$16.00
WEEKLY	\$35.00	\$25.00	\$75.00	\$55.00	\$100.00	\$75.00

IF YOU WOULD LIKE TO ENROL YOUR CHILD OR HAVE ANY ENQUIRIES PLEASE COME TO THE COMMUNITY ROOM TO DISCUSS THE PROGRAMME OR CALL FERNANDO 021 051 1976 SCHOOL 378 6904

Freemans Bay After School Care Programme Parent Contract and Information

WELCOME

Enrolment - 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.

Absences - 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. Making a quick phone call or text to 021 051 1976 or to the school office ph 378 6904 before the Programme starts. If we have not been notified and your child does not arrive we do EVERYTHING we can to locate her/him. Your child's safety is paramount to us!

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. Please remember that the programme closes at 6:00 pm.

Parents will be charged a late pick up fee of \$1 per minute.

Signing your child in and out - Each day when you deliver your child (before school), you must sign your child in and when you collect your child (after school), you must sign your child out in the daily roll book. The supervisor will show you where this is. We need to know that your child has arrived and gone home safely.

Fees - To operate efficiently we require that fees be paid in *advance weekly* or as arranged with the supervisor.

Fees may be paid by cash or cheque.

Make cheques payable to: 'Freemans Bay After School Care'.

Receipts will be issued at time of payment.

Complaints - If you have any problems please approach the supervisor or the manager will be happy to assist you with your concerns.

Sick children - 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.

If your child requires any medication during the Programme please fill out an administration of medicines form these are available from the supervisor.

If you have any questions about the programme or wish to see a copy of the programme policy prior to signing, please do not to hesitate to ask a member of staff.

I/We agree and acknowledge:

I have read and understand the above information.

The supervisor has my permission to arrange any necessary urgent medical treatment at my cost.

Name of parent: _____

Signature of parent: _____

Dated: _____

**Freemans Bay After School Care Programme
Enrolment Form**

Child(ren)'s details

Name _____ Age _____ D.O.B. _____

Name _____ Age _____ D.O.B. _____

Name _____ Age _____ D.O.B. _____

Home address _____

Home Phone _____ Ethnicity (for statistical reasons) _____

Mother's name _____

Work Phone _____ Mobile _____ Email _____

Father's name _____

Work Phone _____ Mobile _____ Email _____

Emergency contacts

Name _____

Relationship to child _____ Phone _____

Name _____

Relationship to child _____ Phone _____

Childrens' doctor _____ Phone _____

Enrolment details (Please circle)

Permanent Casual Before School After School

Monday Tuesday Wednesday Thursday Friday

People authorised to pick up your child

Name _____ Relationship to child _____

Name _____ Relationship to child _____

Name _____ Relationship to child _____

Are you applying for the WINZ childcare subsidy? YES NO

Additional information

Does your child have any particular health needs (e.g. asthma, allergies, etc) we should be aware of?

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

LIABILITY

Freemans Bay After School Care is committed to providing a safe and caring environment for all children who attend, however there is always an element of risk involved with some activities. By enrolling in the Freemans Bay After School Care you are assuming those risks and Freemans Bay After School Care staff will not be held responsible for personal injury, loss or damage to belongings.

Privacy Act 1993: The information that you have supplied is necessary for the safe and effective operation of the 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.

Parent name: _____

Signature: _____ Date: _____