

Terms and Conditions 2011



Information for Parents

Welcome to Mission Kids, a high quality Out of School Care and Recreation (OSCAR) programme in which all children and families are valued, feel welcome and are able to freely participate.

OUR COMMITMENT

- To uphold and maintain our vision and values
- To provide a professional, yet warm and caring service in a safe, supportive environment for children
- To create a welcoming environment in which children engage and strengthen their social connections
- To encourage children to participate and make valuable and meaningful contributions
- To ensure there is open and positive communication between Mission Kids and the families that participate
- To partner with Mission Heights Primary and Junior College schools to help achieve their mission
- To provide activities which support the values of the NZ Curriculum and which educate and extend children
- To respect and value all people regardless of their culture, beliefs and background. We warmly welcome and embrace the diversity of this community and nation.

OUR PROGRAMME

A club activity for each day consists of a Mission Kids designed activity or the opportunity to take part in an extramural activity (additional cost). Depending on the number of children attending, more than one activity may be offered and different activities will be offered each term. Children who do not wish to be part of the Mission Kids club activity will be able to participate in supervised play.

Programme location:	Mission Heights Primary School Hall	Postal Address:	Mission Kids PO Box 64411 Botany Manukau 2163
Programme hours:	Before School Programme 7.00am to 8.00am Monday - Friday After School Programme 3.00pm to 6.00pm Monday – Friday		
Phone numbers:	0288 5000 736 (Kate McKenzie - Manager) 273 7985 (Office)		
Email address:	kate@missionkids.org.nz	Website:	www.missionkids.org.nz

STAFF

We understand that our programmes are only as good as the staff appointed to run them. All Mission Kids staff are trained and skilled workers with children and receive ongoing support and professional development opportunities. Our staff to child ratio is 1:10 on site and 1:8 off site. In addition to this, there is always a minimum of two staff on duty at all times. Please see our policies and procedures manual (available on site) for further information.

FEES

Before School Fees:	\$8.50 (regular) / \$10.50 (casual) per session per child	7.00am to 8.00am (includes breakfast)
After school Fees:	\$8.50 (regular) / \$10.50 (casual) per session per child	3.00pm to 4.00pm (includes afternoon tea)
	\$14.50 (regular) / \$17.00 (casual) per session per child	3.00pm to 6.00pm (includes afternoon tea)

Fees are to be paid directly to Mission Kids by cheque or by automatic/online bank payment authority (**12-3040-0609607-00**). Regular rates apply for children who are enrolled for four or more consecutive weeks. Fees for casual attendees must be paid at the time of collection. Fees for permanent attendees must be paid weekly. The cost of any action taken by the programme to recover unpaid fees will be met by the parents of the child concerned. When a child is enrolled for a week that includes a public holiday fees are payable for the day/s of that holiday. There are policies for late fees, cancellations and absences. Any disagreements regarding fees charged can be addressed to the Manager, Kate McKenzie. Please note that we do not have credit card or eftpos facilities. No money is kept on the premises and we **do not** accept payment in cash.

LATE PICK UP

Mission Kids is open until 6.00pm daily. There is a late pick up policy in place; however no child will ever be left uncared for. All late pick ups will be recorded and a late pick up fee of \$10 for every 10 minutes per child or part thereof will be charged to cover staff costs.

NON ATTENDANCE

Please note that there are **NO REFUNDS** for absences. If your child is unwell, please contact Kate on 0288 5000 736 or leave a message at the office 2737985 prior to 2.00pm. If notification of absence has not been received prior to the commencement of the session, a **\$10 penalty fee** will be charged in addition to the full fee for that session.

ENROLMENT

All families must complete an enrolment form before starting at the programme. This includes casual users.

SIGNING OUT OF CHILDREN

Children are required to be signed in and out for before & after school care by a nominated caregiver listed on the enrolment form. This is for each child's safety.

UNAUTHORISED PICK UPS

Please advise Kate McKenzie (Manager) if there is a change in person collecting your child. If a person whose name is not on your enrolment form arrives to collect your child we are obliged (for your child's safety) to keep your child in our care until you have been contacted for consent.

SUN SAFE

Mission Kids has a detailed sun safe policy in place. During the summer months, parents/caregivers will be required to provide a suitable hat and SPF 30+ broad-spectrum sunscreen for their children.

SICK CHILDREN

Although senior staff are trained in first aid, we do not have the facilities to look after sick children. If a child arrives at the programme visibly unwell, the programme reserves the right not to accept that child. If a child becomes unwell during a programme, caregivers will be notified and requested to pick their child up as soon as possible. We will endeavour to make the child as comfortable as possible until a nominated caregiver arrives. Mission Kids has policies and procedures for accidents and emergencies and for children requiring medication.

BEHAVIOUR MANAGEMENT

Mission Kids has behaviour management policies and procedures in place that are in line with those of the schools. These ensure our programme is a happy and safe place for all children. We encourage children to be polite, co-operative and considerate towards others and above all to have respect for themselves, peers, staff and the environment. If a child's behaviour is consistently unmanageable or is harmful to other children, parents may be asked to remove their child from the programme.

CHILDREN'S PERSONAL PROPERTY

We do not encourage children to bring their own toys to the programme. Our programme is fully equipped with a wide range of indoor and outdoor games and materials. Mission Kids will not be held responsible or liable for the loss of money, valuables or personal possessions that belong to a child.

CHILD SAFETY

Mission Kids has a detailed child protection policy in place. The programme is committed to the prevention of child abuse and to the protection of children and young persons.

COMPLAINTS

Our aim is to provide a high quality OSCAR programme. There may however be an occasion when you feel we could have done better. If this is the case please approach the Manager (Kate McKenzie); she will be happy to assist you with your recommendations or concerns.