

After School Care



School contact details:

Office: 032179521

Email: asc@salford.school.nz

Website: www.salford.school.nz

Skool Loop APP.

After School Care Coordinators:

Treena Brown / Kailee Sutherland

Cell phone – **02040309492** – Text or call

(Calls will not be answered during classroom hours).

Please use the school details either email direct to the ASC email address, Skool Loop or website notification in the first instance.

1 Philosophy:

Salford School, After School Care, is a casually structured, caring, sharing, and fun programme where children are able to play and create their own fun, under supervision.

The children will have opportunities to learn new skills, play games and learn to socialize with other school children. They will also be able to relax, as they would at home, read a book, or run around and play with others.

2 Service Provider:

Salford School, After School Care, is a service provided under the control of the Salford School Board of Trustees. The service will operate from the School grounds at all times.

3 Fees: (all prices quoted are GST inclusive)

- 1 Child \$8.05 per hour
- 2 Children \$13.80 per hour
- 3 Children \$19.55 per hour
- 4 Children by arrangement
- 5 Non-booking/cancellation Fee – \$17.25
(Non-booking/cancellation fee, is charged when Parents/Caregivers fail to advise their child/children will/will not be attending after a booking has been made e.g. picked their child/children up early and fail to advise or process a booking or cancellation.)
- 6 Late pickup fee (after 5:30pm) \$17.25 per half hour or part thereof
(Late pick up fee, is charged when a child is not picked up by 5:30pm)

Accounts will be issued fortnightly and payments can be made directly online, or by Eftpos at the Office.

AFTER SCHOOL CARE ACCOUNTS must be kept current or the service will be withdrawn.

4 Confidentiality:

All personal information shared will remain confidential. All sensitive conversations including telephone conversations shall be held discreetly.

All forms will be filed and secured with the School files.

5 Hours:

Monday to Friday - 3:00pm to 5:30pm

Any child attending Salford School or past Salford Student is welcome to attend. High levels of behaviour are expected in line with the Salford School Values and PB4L Programme.

6 Enrolment:

An Enrolment Form or Skool Loop Enrolment form must be completed and signed by a parent before a child can participate in the programme.

If an electronic enrolment form is used the parent should sign the form when they collect their child on the first day.

This form will include parent contact information, and:

- At least two emergency contacts
 - Names of people authorised to collect the child from the programme. The form should make it clear if any person is not authorised to collect the child.
 - Any health and/or medical conditions, including what treatment is required or whether the child is self-medicating, as with asthma.
 - A privacy statement that complies with the requirements of Principle 3 of the Privacy Act 1993, noting the purpose for collecting the information and who has access to it. The statement should make clear that the information gathered may be viewed by Oranga Tamariki.
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- Enrolment information must be kept up to date.

7 Attendance Bookings:

Children attending After School Care **must be enrolled** in the programme in advance.

Parents must indicate on the enrolment form whether the child will be a permanent or casual attendee.

MAKE A BOOKING:

Parents can make bookings in one of the following ways:

- By recording regular days on the enrolment form
- By phoning the school office before 9:30am on the day care is required.
- By completing the attendance form on the Salford School Website
- By completing the attendance form on Skool Loop
- By emailing direct to asc@salford.school.nz by **9:30am** on the day care is required.

CANCEL A BOOKING:

Parents can make bookings in one of the following ways before **1:30pm**:

- By phoning the school office.
- By completing the cancellation form on Skool Loop.
- By emailing direct to asc@salford.school.nz before **1:30pm**.
- By text message to After School Care on the cell phone number provided in this booklet before **1:30pm. (02040309492)**

If a cancellation is **not** made on the day the child is to attend by **1:30pm**, the full fee will be charged. (Exception is if a student is absent from school due to illness/injury and the school has been advised.)

Failure to advise the School of an absence will incur a charge.

8 Roll Call:

Children go directly to the hall with their backpacks, jackets etc at school finishing time of 3:00pm.

A roll and head count is taken.

If any child on the permanent booking list, or booked in for the day has not arrived by 3:15pm, the following procedure will be carried out:

- Check Class Teacher/Office to see if child was at school or a late cancellation has been received
- A visual check of the playground
- A phone call to parent/caregiver by 3.30pm
- Regular checks will be made during the afternoon

- Daily attendance records will be maintained

9 Missing Child Procedure:

- If a child does not arrive and is expected the following steps will be taken:
 - Office to be contacted for absence information
 - Searching the immediate area
 - Notifying parents
 - Phoning emergency contacts and/or people authorised to collect the child
 - Contacting the police
- A thorough search within the school boundary and streets if required is carried out.
- Parents/Caregivers will be contacted immediately after search is complete.
- If child found before Parents/Caregivers called—Supervisor will discuss the incident when the child is collected.



- Accurate sign in/out sheets must be kept.
- A list of children and their contact details must be taken during an evacuation or excursion.

10 Programme Content:

Salford School will provide a safe, child focused, varied and stimulating programme that meets the developmental, emotional, cultural and physical needs of the attending children. The daily programme will allow for choice.

Some of the following activities will be offered on a daily basis:

- Toys available
- Supervised sport or active games
- Supervised group quiet game or activity
- Free use of games and equipment
- Free outdoor play e.g. adventure playground
- Homework supervision



Children will be encouraged to participate in planned activities but may choose not to.

Whenever possible, alternative activities will be provided. The equipment will be well maintained and the area cleaned with activities and games packed away in the containers provided.

Programme content development will include consideration of the needs and interests of the attending children, with special attention given to traditional games and other activities that would be safe, inclusive and enjoyable for the children and caregivers.

11 Food:

Children will be provided with afternoon tea, which will follow nutritional guidelines, e.g. sandwiches and toast, crackers, popcorn and cut up fruit. Parents/Caregivers are to advise in writing of any food allergies.

12 Collection of Children:

- Children will only be released to people authorised on the enrolment form or as notified by parents.
- Staff need to have a written procedure for preventing an unauthorised person from collecting a child.
- If one parent is not authorised to collect a child, the reason must be significant and evidence provided e.g. custody, access or protection order.
- Parents must provide written consent for the child to leave a service unaccompanied. Usually this consent is given during enrolment. In one-off situations the parent can give consent by phone or text and a record should be kept of this communication.
- Children must be signed-out of the programme before leaving the premises.

- Staff must remain with children until they are collected.
- A procedure must be in place for children not collected from the programme.



13 Sign Out Procedures—Late pickup arrangements:

Children will not be permitted to leave After School Care until they are collected by parents/caregivers and sign out procedure is completed. If you require any other arrangements this will be discussed with the supervisor and a signed note by parents taking all responsibility, must be received and attached to the child's attendance agreement.

After school care will not take any responsibility for children once they have left our care at the arranged time with the authorized person, or in the pre-arranged manner.

The supervisor will not release any child to persons not identified on the information sheet. If any unauthorized person comes to collect a child the parents/caregivers will be contacted first for permission.

If contact cannot be made the child will not be released to that person. If the child has not been collected by **5:30pm**, a penalty charge of **\$15.00 per half hour** will incur at the supervisor's discretion.

14 General Supervision:

- Children will be informed of the boundaries they are expected to stay within and must inform the supervisor when they are going to the toilet, and return immediately.
- Only one child to go to the toilet at any one time.

- Children will not be permitted to play in the school car park or alongside the fences or school boundaries.
- Children will be within the sight and sound of the supervisor at all times.
- Children are expected to behave in accordance with the school values.

15 Behaviour Management:

Salford School After School Care follows the Salford School's Value and PB4L programme expectations.

Any behaviour that contrasts this will be reported to parents on collection. Continued unwanted behaviour may result in After School Care not being available for the child.

At the beginning of each term, the supervisor and children will discuss the rules and the consequences when they are broken.

The rules are based on:

- Respect for each other
- The environment
- The equipment

Positive reinforcement will be used at all times.

Consequences for unwanted behaviour that doesn't meet the School Values may include:

- Being removed from the activity and placed in time out in a clearly visible spot for 5 minutes.
- The student having to find a way to make amends with the injured or aggrieved party.
- Continued unwanted behaviour may result in the child needed to be collected early or no longer being able to attend the ASC Programme.

If the child continually does not follow the School Values, parents will be informed and will be asked to support the supervisor in their attempts to encourage good behaviour.

If the agreed course of action is not followed by the child and/or Parents/Caregivers, the child may be excluded from the After-School Care Programme for a specified period or permanently.

The Principal will be involved in these processes and decisions.



16 Injury/Incident Management:

Salford School will use every endeavour to ensure a safe environment for all children in After School Care.

All accidents/injuries will be treated using the Salford School Student injury/management procedure.



17 Complaints:

- Parents to follow the Salford School Complaints Procedure. This is accessible in the office and online on the School's website.
- Complaints are recorded and kept on file, with each party receiving a copy.