

Pukekohe Christian School Hot Shots

82 Yates Road, RD2 Pukekohe, 2677
PO Box 153, Pukekohe, 2340

P: 09 238 6449 | E: hotshots@pcschool.co.nz
F: www.facebook.com/431767263911202



PCS HOT SHOTS – AFTER-SCHOOL CARE REGISTRATION FORM

Child's details

First name of child:

Last name of child:

Date of birth:

Present Year level:

Home Address:

To be eligible to attend PCS After-School Care, a child must be enrolled at Pukekohe Christian School.

Please register my child into the PCS After School Care Programme:

Fulltime (3pm to 6pm) \$18 per day – please tick days that apply:

MON	TUE	WED	THU	FRI

Part-time (3pm-4pm) \$11 per day – please tick days that apply:

MON	TUE	WED	THU	FRI

You will receive an invoice the week following after-school care attendance. The invoice must be paid by the due date for your child to continue using the after-school care facility. Continuous late payments may result in your child not being able to attend after-school care until all overdue fees are up to date. You may be asked to pay after-school care fees in advance.

COMMENTS:

Parents / Caregivers contact details:

Parent / Caregiver - Primary Contact First Name:

Last name:

Home address (if different from student's above):

Email:

Cell phone number:

Home Phone number:

Work number / other contact number:

Where can you be reached whilst your child is in this programme?

Parent / Caregiver – Secondary contact First Name:

Last name:

Home address (if different from student's above):

Email:

Cell phone number:

Home Phone number:

Work number / other contact number:

Where can you be reached whilst your child is in this programme?

Please explain any separation, divorce, or custody situation which we need to be aware of:

Please state the names of any siblings who attend this after-school care programme:

Emergency Contacts

Parents cannot be listed. List the names of two people who can be contacted in the event of emergency or illness if you cannot be reached.

Emergency Contact 1

Name:

Phone number:

Relationship to the child:

Emergency Contact 2

Name:

Phone number:

Relationship to the child:

Allergies, Special Health or Medical Conditions and Food Supplements

Does your child have any food, medication or environmental allergies? No / Yes

If yes, please detail:

Does your child have a special health or medical condition? No / Yes

If yes, please detail:

Is your child currently using any medication or food supplement? No / Yes

If yes, please detail:

Does your child have any dietary restrictions, including those for medical or cultural reasons? No / Yes

If yes, please detail:

List any additional information about your child that would be useful for staff to know:

Photography & Videography Consent

I _____ give permission for PCS Hot Shots to capture and use imagery (videos and/or photographs of my child(ren)). I certify that I am over 18 and if providing consent for dependents that I am their parent or legal caregiver.

I grant PCS Hot Shots rights to use the images resulting from the photography and/or videography and any reproductions or adaptations of the images and/or video(s) for fundraising, publicity or other purposes.

This might include (but is not limited to), the right to use in their printed and online publicity, social media and press releases.

Homework (only for full time session)

I would like my child to do homework during after-school care: Yes / No

Terms & Conditions

Please read our Terms & Conditions. Provide your name, signature, and today's date at the bottom of the page to acknowledge that you understand and accept our Terms & Conditions. The Terms & Conditions page must be signed and returned to PCS reception for us to process your application.

TERMS & CONDITIONS

PCS HOT SHOTS After-School Care aims to provide a safe and positive place with child-focused activities and opportunities.

The safety of the children is the paramount consideration during programme provision.

Enrolment

PCS HOT SHOTS After School Care is only for current students at Pukekohe Christian School.

Please complete the application form and return it to the office.

The after-school care manager can be reached directly via hotshots@pcschool.co.nz or 021 508 242 at all times that the programme is operational. Text messaging is preferred, and all attempts will be made to respond promptly.

Alternatively, call school reception on [09-238 6449](tel:09-238-6449) (During office hours only)

Fees

Regular bookings are full-time or part-time days and are defined as an ongoing booking made for a term or more, whether for 1 day or 5 days a week.

Casual bookings are defined as when you only require an irregular day or days for a short period.

A casual booking should be made with the After School Care manager 24 hours prior to the day of care that is required. However, in an emergency we can accept bookings up until 12 noon on the day required. Casual bookings will be invoiced the week following your child's attendance.

For the safety of all there is **no** cash payment on site.
All fees are GST inclusive.

You will receive an invoice the week following after-school care attendance. The invoice must be paid by the due date for your child to continue using the after-school care facility. Continuous late payments may result in your child not being able to attend after school care until all overdue fees are up to date. You may be asked to pay after care fees in advance.

Any queries regarding your account or payment of fees must be made to accounts@pcschool.co.nz.

When a child attends extra days outside of the confirmed booking, these will be charged at the casual rate. The "early pick-up" rate is only payable for confirmed early pick-up bookings. Children enrolled for "early pick-up" who are collected later will be charged at the full session rate.

Regular booking: you pay for the "booking" not for attendance.

Sign-out form is used to record "real-time" to verify time of pick-up.

Two weeks' notice in writing must be provided if a child is to be withdrawn from the programme or there is a change required to the days of care, otherwise a two-week fee is payable based on the previous booking.

Outline of Current Charges 2024:

Regular bookings

- Part Time Hours 3pm to 4pm: \$11 per day
- Full time; hours 3pm to 6pm: \$18 per day

Casual bookings

- Part Time Hours 3pm to 4pm: \$13 per day
- Full time; hours 3pm to 6pm: \$21 per day

Early School Finish

- Extra \$16 1PM -3PM

Pick Up

We are open until 6.00pm daily. All children must be collected by this time.
Upon collection, parents/caregivers **must sign the Sign Out sheet.**

Collection of children by someone other than parent / caregiver

Parents / caregivers must advise PCS HOT SHOTS if their child(ren) are being picked up by someone other than themselves prior to pick up.

Late pick up penalty fee is \$10 for every 10 minutes after 6.00pm

When a child has not been picked up by 6.15pm and After School Care staff have not been notified of circumstances, they will proceed to contact people on the booking system for someone to pick up the child.

Children booked until 4pm and collected later will be charged at full session rate.

Absence / Cancellations

Cancellations should be sent to the after-school care manager via hotshots@pcschool.co.nz , 021 508 242 or 09 238 6449 the day before the session is to be cancelled. For full-time and part-time bookings, cancellations on the day will be invoiced as normal, unless in the case of an emergency, which can be discussed and agreed upon by the After School Care manager.

Sick Children

If a child becomes ill during the program, parents will be called and asked to collect their child as soon as is possible.

If a child becomes sick at school and is picked up, the person picking up the child from school **must** inform after school care program that the child will not be attending that afternoon.

Programme Content

The following activities may be offered on a daily basis:

Child directed use of arts and crafts material

An organised sport or active group game

An organised group quiet game or activity

Free use of games and equipment

Free supervised outdoor play, weather permitting

Assistance with home work

Movie on rainy days or after 5pm

Daily Routine

3:00pm	Attendance check & snack time
3:30pm	Planned activities
4:15pm	Homework / Outside activities
5:00pm	Quiet time games, puzzles, books
5.30pm	Clean up

Food

Children will be provided with afternoon tea. Some food preparation will be incorporated in the programme, e.g. making sandwiches.

All staff will follow and encourage the children to follow strict hygiene standards, e.g. washing of hands prior to preparation or consumption of food items.

Complaints

If you have a complaint, please approach the After School Care Manager or school Principal. They will be happy to assist you with your concerns.

Behaviour Management Plan

At PCS Hot Shots we encourage and enforce positive relationships in our programme. Every effort will be made to settle your child into the programme. However, if your child's behaviour is consistently inappropriate or harmful to the other children, you will be asked to remove your child from the programme. No phones or any other digital devices are allowed during after school care.

Care Guidelines

1. Respect authority and age
2. Use manners
3. Address adults by Mr/Mrs
4. Listen when you need to
5. Always stay within eyesight
6. Respect each other
7. Respect property
8. Speak kindly to each other
9. Include others in your game
10. NO physical pushing or hurting
11. NO games such as 'ball tag' or rough play
12. Use equipment properly
13. If you break something or lose anything, be honest and report to the staff.
14. PCS Christian values are to be respected and adhered to at all times.
15. PCS Health and Safety policies must be followed during the After School Care Programme.

WE LOOK FORWARD TO CARING FOR YOUR CHILD

I have read and understood the above Terms and Conditions and wish to enrol my child or children in PCS Hot Shots After School Care Programme.

Name:

Signature of Parent or Caregiver:

Date: