



(07) 824 4847

office@orini.school.nz

1389 Orini Road, RD2, Taupiri, 3792

[WWW.ORINI.SCHOOL.NZ](http://WWW.ORINI.SCHOOL.NZ)



# After School Care Information Booklet

## Welcome to Orini Combined School After School Care Programme

Our After School Care Programme provides a safe and positive place with child focused activities and opportunities. This programme is a nurturing and positive atmosphere which caters for all children.

The safety of children is paramount during the programme. We follow closely the policies and procedures and professional standards used in the day to day running of the school.

After school care policies and procedures will be available to you on our school docs website: [orini.schooldocs.co.nz](http://orini.schooldocs.co.nz)

Username: orini

Password: rapt2020

## School Values and Vision

After School Care is an extension of our school which means our visions and values will be at the heart of our students and staff members.



Our vision highlights our aspiration for the tamariki at Orini Combined School to constantly strive towards personal excellence. This will look different for every student which is why it is important that our approach is personalised for each individual to empower them to achieve success. We believe that it is critical that our staff, students and community work in a partnership to ensure equity and excellence for all as we grow and develop into life long learners who have the skills to positively contribute to and participate in society.

## Behaviour Management

Behaviour management techniques will focus on our school R.A.P.T. values that centers around reinforcement and encouragement of acceptable behaviour. Support for positive physical and emotional wellbeing of children will be paramount with staff and student engagement.

Clear expectations and boundaries that align with school expectations will be set and communicated for all to understand. If a child is not meeting the expectations of ASC staff, parents will be notified and information shared regarding concerns. Parents will be asked to support staff in their attempts to encourage appropriate behaviour.

The school reserves the right to refuse access to the service of ASC, if deemed in the best interest of the safe and effective running of the program.

## Programme Hours & Contact Details

ASC programmes will operate from 2:30pm – 5.30 pm from Monday to Friday during school terms.

For changes in bookings and absentees please contact the school office on:

(07) 824 4847 or email [office@orini.school.nz](mailto:office@orini.school.nz)

## Enrolment Procedure

Please complete an enrolment form before your child can participate in after school care. It is the parent's responsibility to inform the school office of any changes to the details supplied at time of enrolment.

Enrolment forms can be found on our school website or please contact the school office.

## Where

After School Care will be run in Pihi, please ensure your child knows to go straight to Pihi when the end of day bell goes. They will need to check in with a staff member to ensure they have been signed in on the attendance sheet.

Children will be informed of the boundaries they are expected to stay within at all times and must inform an adult when they are going to leave the area (to go to the toilet etc).

## Fees

Our fee structure will be reviewed regularly and updated as necessary. Whaanau will be notified a term in advance if fees are to change.

Permanent full time/part time bookings will be charged at:

1 Child \$10 per hour or 2+ Children \$15 per hour

If child/ren are booked for 10+ hours a week they will receive 2 hours free.

Casual bookings will be charged at \$12 per child per hour.

Fees are paid directly to the school office. Receipts can be issued, if requested.

## Bookings

To book please email [office@orini.school.nz](mailto:office@orini.school.nz) with your preferred days and times once you have filled the enrolment form out.

## Hours

Our hours are scheduled for Monday - Friday 2:30pm - 5:30pm on school days.

Bookings are charged by the hour and all start at 2:30pm. Refer to the table below.

Start Time	Pick up Time	Hours Charged
2:30	2:45 - 3:30	1 hour
2:30	3:35 - 4:30	2 hours
2:30	4:35 - 5:30	3 hours

## Late Pick Up Fee

There is a late fee penalty fee which will be charged at the hourly rate (\$10 for 1 Child, \$15 for 2+ Children) for every 15 minutes overtime.

## Absences

Please advise as soon as possible by way of the following:

email to [office@orini.school.nz](mailto:office@orini.school.nz)

Phone the School office on (07) 824 4847

If staff are required to make telephone calls/enquiries to follow up on children who have been booked and we do not have a cancellation message, this may incur an \$8 charge.

## Pick Up

Parents are expected to contact the school office before 12.30pm if their child is enrolled and will not be attending.

Children will not be able to leave until a nominated parent/caregiver is onsite to collect them. If your child is going to be picked up by someone who is not on the authorised person list please contact the school office to make us aware of the change.

Please be aware when you pick your child up that they need to take responsibility for packing up their area before they leave. This also helps to develop good habits so please support us in this.

Please ensure you use the attendance sheet to sign your child out.

If a child is not collected at the end of the ASC programme, the following procedure will be followed:

1. A staff member will remain with your child.
2. Parents and emergency contacts will be contacted.
3. If there has been no contact with the parents within one hour of the programme closing, police will be contacted and notified of the situation. A note will be left at the room indicating where the child has been taken. The principal will be informed.

## **Sun Safety**

During Terms 1 & 4, as with the rest of our School, our school sun hats must be worn if students are out in the sun. Otherwise they will need to remain in designated shade areas. Sunblock will also be available for students to apply as they sign in for the afternoon.

## **Healthy Eating**

Water is available from our drinking fountains and we have a tap for children to fill water bottles up. Sandwiches and fruit will be offered for afternoon tea (2:30pm).

Occasionally there may be a special time when treats are given such as biscuits. Please let the staff know if you would prefer your child not to receive these.

Food allergies known to the school are already known by care staff as you would have noted this on your ASC Enrolment Application.

## **Programme Content:**

We will provide a safe, varied and stimulating programme that meets the developmental, emotional, intellectual and physical needs of the children.

The following activities may be offered:

- Child-directed use of arts and crafts materials
- An organised sport or active group game
- An organised quiet group game or activity
- Use of games and equipment
- Supervised outdoor play, weather permitting
- Homework time
- Appropriate movies and music
- Access to the library
- Swimming in terms 1 and 4

The supervisor will ensure:

- Activities are varied and age appropriate
- Daily routines are organised to give consistency for children
- Children provided opportunities to engage in individual, small and large group activities
- Staff will model appropriate behaviour
- Encourage and support children developing positive relationships

Positive reinforcement will be used at all times and a stimulating and varied programme will be provided to ensure against boredom. Children will be encouraged to participate in planned activities, but may choose not to do so, as long as they are not bored or disruptive. Whenever possible, alternative activities will be provided.

## **Accidents & Emergencies**

Our carers have a current first aid certificate and are well equipped to handle situations if they arise. A first aid kit will be readily available at all times. Day to day cuts, bumps, grazes etc will be attended to by staff as appropriate.

If a child's accident is more serious our carers will respond as trained, seeking medical advice if needed. Parents and the principal will be notified once the situation is safe to do so.

All accidents will be written in our communications book.