

NGATEA PRIMARY SCHOOL AFTER SCHOOL CARE

POLICIES & GUIDELINES

Programme Philosophy

NPS after school care programmes are open to Ngatea Primary School students only. We aim to provide a safe and positive place with child focused activities and opportunities. We aim to provide a programme which caters for the children’s different ages, gender and cultural backgrounds while attempting to encompass individual needs and interest.

There is an adequate and appropriate space for active indoor and outdoor recreation.

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

We follow closely the policies and procedures and professional standards used in the day to day running of the school. Copies of the after school care procedures will be made available to parents at all times.

Programme Hours & Contact Details

The ASC programmes will operate from 3.00pm – 5:30 pm respectively each Monday to Friday during school terms. The details for the supervisor can be sought from the school office (07 8677305) at all times the programme is operational.

Fees

The fee structure will be reviewed regularly and is clearly stated on the enrolment form. Any changes to fees (e.g. price increases) will be notified at least 4 weeks prior to being implemented. Fees are paid directly to the school office or the programme supervisor. Receipts are issued for all monies received. No other credit arrangements apply. Unpaid fees mean attendance will cease until arrears are cleared.

Fee Structure 2015

Permanent Enrolment	Casual Enrolment
<ol style="list-style-type: none"> 1. \$5.00 per hour (including part of an hour) per child for a permanent enrolment with a minimum fee of \$10 per day. 2. Any extra hours required over and above your permanent booking will be charged at \$5.00 per hour (minimum charge of \$10 applies). 3. Invoices will be sent home fortnightly with your child or by e-mail. Please state your preference in the enrolment form. 4. Fees must be paid in 2 weeks’ advance. 5. Unused days: Permanent bookings will be charged whether or not your child attends. 6. Fees are required to be paid no later than 7 days after receiving an invoice/statement. 7. Late Fees: \$10.00 per half hour (or part thereof) will be charged if your child is picked up after 5.30pm. 8. Unless previous arrangements have been made, payments that are two weeks outstanding will see your child withdrawn from this programme. 9. Outstanding Fees may be forwarded to Baycorp for collection <u>and will incur collection costs.</u> 	<ol style="list-style-type: none"> 1. \$8.00 per hour (including part of an hour) per child for a casual enrolment. 2. Fees must be paid in advance of the ASC session. 3. Late Fees: \$10.00 per half hour (or part thereof) will be charged if your child is picked up after 5.30pm. 4. Bookings will depend on the number of spaces available on the day. Notice is required by 09:00 a.m. on the day in order to check availability of space and to book extra staffing. 5. Bookings are charged for the whole time that the child/ren is enrolled for and are not reduced due to early collection from the programme e.g. If the child is booked in from 3:00pm to 4:30pm but is collected at 3:30pm you will still be charged to 4:30pm. 6. I understand will be charged for that time regardless of whether or not my child attends that day unless 24 hrs notice is given to cancel my casual booking. 7. Any unpaid fees from previous ASC session will result your child not participating in this programme unless all outstanding fees have been settled.

Payments

Payments can be made directly in the school account via internet banking. Details listed below:

- Account Name: Ngatea Primary School
- Bank: ASB
- Account Number: 123 437 0016738 01
- Please indicate your preference in receiving your fortnightly invoices:
 - [] - Please send with my child/ren
 - [] - Please email. Please give us your preferred e-mail address:

If paying by direct credit, please use the following reference: **NPS ASC and your child's last name (as this is your account name) eg. Reference: NPS ASC Smith**

Enrolment Procedures

All families must complete an enrolment form and sign a parent contract for the relevant programme before the child can participate in the programme. It is the parent's responsibility to inform the supervisor of any changes to the details supplied at time of enrolment. Staff will ask parents to view their child/ren's information on a regular basis.

ASC Staff

- All staff will be employed by the BOT, who will also set the employment conditions.
- The Principal will appoint all staff as per school procedure.
- All staff will be properly police vetted and the guidelines under the Vulnerable Children's Act will be followed.
- Should the ASC Centre become viable, staff will undertake appropriate training, such as first aide.

Drop off and pick up

Children will make their own way to the programme after being released from their classes.

The following steps will be taken if a child does not arrive:

1. Parents will be telephoned.
2. If parents are unavailable, emergency contacts will be telephoned.
3. Local police will be contacted, if necessary.

Staff will NOT release a child to a person who is not identified on the enrolment form, unless prior authorisation by signed note, e-mail or text has been given by the parent. If an unauthorised person comes to collect the child, parents will be contacted for authorisation. If parents or emergency contacts cannot be found the Police will be contacted. Other arrangements for the release of children will be followed provided the parent has put the instructions in writing.

If the group is not in the centre, *e.g.* outside in the playground, parents must make sure that staff know their child has been collected. Children must be signed out, in the sign-out book, as they are picked up from the programme.

For children who are allowed to leave the ASC programme on their own, there must be a signed permission slip stating this kept on file. The supervisor will be responsible for ensuring the child leaves on time and will sign them out on behalf of the parent/caregiver.

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

1. Staff member will remain with the child.
2. Parents and emergency contacts will be telephoned.
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 centre indicating where the child has been taken. The principal will be informed.

Parents may be charged a late pick up fee of \$10.00 per half hour or a lump sum fee as deemed appropriate to the length of time your child is cared for after 5:30 pm.

Food

Caregivers/Parents are to supply all food for ASC. Food can be kept in the fridge (at the school office) if required and can be heated by microwave oven. ASC will not be preparing or cooking any food. Parents are also expected to brief staff fully on any food allergies or nutritional requirements that their child may have.

Programme Content:

The service 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 on a daily basis and participation fees may apply, e.g. swimming:

- 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 outdoor play on school field, playground and sandpit area, weather permitting
- Supervised use of the swimming pool
- At the beginning of each year's programme, staff (and possibly children) will formulate a set of rules for the programme and discuss the consequences of breaking these rules. Programme rules will be based on respect for each other, respect for staff and for equipment. 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.
- Equipment will be well maintained and will be age appropriate. The programme will be reviewed regularly.
- Students will be expected to help pack up equipment and tidy up the allocated ASC room.

Programme Supervision

- The staff / child ratio will be 1:10.
- To trigger additional staff, the number of attendees will need to be 2 more than the ration number, e.g. 12, 22, 32
- At least one person 20 yrs or over will be on site. If a staff member is under 16 years of age they will be supervised by another staff member.
- Teachers on site will assist as "on-call" staff in the event of emergencies.
- Children will be in sight and sound of staff at all times when appropriate. 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:
 - Toilets
 - Field, Sandpit, Playground

Formal attendance checks and head counts will be made regularly during the session. If a child is missing, the following procedure will be followed:

1. Staff will conduct a thorough search.
2. Parents will be contacted
3. If necessary the police will be contacted.

Organised Programmes (After school)

- Parents must inform the ASC staff in writing if their child is participating in an organised after school programmes:
 - State whether it is a regular event or one-off;
 - Day/s of the week;
 - Time the child must leave the ASC to be in time for the organised programme;
 - Venue of this activity.

Behaviour Management Plan

- We encourage and enforce positive relationships in our programmes and staff will abide by the NPS "I Care" expectations.
- Basic Assumption: All children enjoy developing positive relationships with others and learning new knowledge and skills and this is best achieved in an orderly environment in which care, concern and challenge are key elements.

- Behavioural expectations will be set by the group of students and ASC staff at the start of each year.
 - These expectations will be explained to all new enrolments.
 - At the start of each term (or when appropriate), the ASC staff will revise the expectations with all students.
- The ASC will notify the principal of any continual disobedience or misconduct. The principal will then follow the school procedures in determining the outcome.
- Students who continually disrupt programmes, don't follow all reasonable requests from ASC staff or who set other users at risk, will be removed from the programme immediately.

Children with Special Needs

- Children with special needs will not be excluded from either of the programmes providing the supervisor is confident that the child's needs can be catered for without negatively affecting the other children and also to ensure that the child will benefit from being at the programme.
- Full information about the child's requirements, including medication, diet and supervision, must be obtained from the parents and included with the child's enrolment form. It is the supervisor's responsibility to ensure that all staff and volunteers are fully aware of the child's requirements and that they feel confident to provide the necessary care.
- If the child will require further special aids, for example modified facilities, extra staff or staff training, the supervisor will consult with the principal who will make the final decision. Each case will be considered individually and every effort will be made to include the child within the limits of the resources of the programme.

Child Protection

- Our programmes are committed to the recognition of and prevention of abuse and neglect of children and young people.
- In the case of suspected abuse the interests of the child are paramount. The role of the programme is not to determine the extent of abuse nor to attempt to identify the person responsible. It is our duty to act in the interests of the child and to seek help from appropriate sources. All cases of suspected abuse must be reported to the principal at the earliest possible time.

Protection Orders Procedures

- Parents / Caregivers are advised that they must inform the supervisor of the programme of any protection order or special circumstance regarding custody of children in their care.
- A copy of any relevant documentation will be required as proof & kept on file for reference.

Complaints

Parents will be informed on enrolment that there is a complaints policy. This will be included in information given to parents at enrolment and be available in the ASC manual at the centre. In general, if any parents have complaints about the programme or staff members, they should:

1. Approach the supervisor who will attempt to rectify the situation and keep the principal informed.
2. If complaint is not resolved satisfactorily approach the principal.
3. Further complaints must be made in writing, to the School Board of Trustees detailing of the grievance and desired outcomes.
4. Where possible a mutually agreeable outcome will be sought.
5. Staff will keep the supervisor informed of any verbal complaints received.
6. Wherever possible the requests of parents will be incorporated in programme planning design.

Confidentiality

The programme will ensure staff and child confidentiality. At all times the programmes will comply with the requirements of the privacy Act 1993.

All forms, such as enrolment and staff information forms, will state why information is collected and what will be done with the information, for example, for emergencies, birthdays, health and safety of a child. No information is shared except with the owner's permission or as required by legislation, e.g. Health and Safety Act. All files holding confidential information will be duly secured and kept away from the access of unauthorised persons.

All personal information shared in discussions between staff or at meetings is to remain between those persons.

All sensitive and personal conversations including telephone conversations shall be held discreetly in private.

Toilets

These are located close to the ASC room. During the hours of the programmes operation, they will be available for the sole use of enrolled children and staff belonging to the programme as well as school staff.

Children have the use of the segregated boys & girls facilities. Staff will make use of the toilets in the administration block. Should numbers of children and use of toilet facilities become a contentious issue, the use of the toilets in another learning space will be available for use.

Visitors

- All visitors to either of the programmes shall sign in and out of the programme.
- Visitors expecting to meet with particular children should have written permission from the child's caregiver.
- All visitors will be supervised and in view of staff at all times.
- Visitors wanting to talk to staff should make an appointment.
- The programmes have an open door policy for parents and caregivers. For items of importance it would be preferable that appointments be made.

Pets/Animals

- No animals will be kept at the centre at any time.
- Should there be occasion where we encounter an animal wandering onto the site all care will be taken to ensure that the children are kept safe from harm. Children will be made aware they are not to make contact in anyway with the animal for their own safety and if deemed necessary by staff members' children will be moved inside the building away from any potential harm.
- Animals will be treated with the care and attention necessary to avoid harm or injury to all concerned. If the animal remains in the area and is considered a threat, the Animal Control Officer at the Hauraki District Council will be contacted to attend and remove the animal.

Accidents & Emergencies

- A first aid kit will be kept at the centre and taken on excursions. The kit will be stored out of reach of children. It is the responsibility of the co-ordinator to maintain a stocked kit.
- In the event of a child becoming sick and will need more care than can be provided by ASC staff, the parents will be contacted. It will be expected that the parents will arrange for the child to be collected as soon as possible.
- The supervisor and at least one other staff member will hold a current first aid certificate once it is determined that the ASC is sustainable.
- Children's day to day cuts, bumps, grazes etc to be attended to by staff as appropriate.
- If a child's accident is more serious than the usual minor injury, or the child is distressed, or seems unusually quiet or unresponsive, the ASC staff will inform the supervisor/principal. An ambulance will be called or your child could be taken to Hauraki Plains Medical Centre. Parents/caregivers will be informed the immediately.
- All incidents other than minor bumps, cuts & grazes shall be recorded in the First Aid Register recording details as indicated on the Register.

Training & Supervision

The principal will carry out staff appraisals. The principal is responsible for ensuring ongoing training of staff who belong to the ASC programmes. New staff members will be made aware of and given a copy of the Programmes Policy & Procedures.

Hazard & Risk Management

- A monthly Hazard and Risk Management form will be completed by the school Caretaker. It is the responsibility of the principal and supervisor to ensure all procedures are in place to ensure the safety of staff and children at all times. Should it be deemed necessary, the supervisor may also complete and record his/her own weekly checks and findings.
- Any potential risk hazards will be recorded and displayed on the wall for all to see and be aware of.
- All identified risks will be tabled at the monthly BOT meetings.

Building & Facilities

It is the Board of Trustees responsibility to check that the programme centre has a current building warrant and that it complies with other relevant fire and safety requirements. The final responsibility lies with the owner/occupiers of the premises.

All areas of the centre will be kept clean and free of rubbish.

Playground Supervision

All children have the basic right to feel secure in their environment. A happy playground is a well supervised one.

- The ASC staff will explain the expectations of students using the various school facilities not directly in their vision, such as the playground, sandpit or school fields.
- If the ASC group is less than 12 children, there may not be direct supervision on areas such as the playground, sandpit or school fields. However, for 12 or more ASC children, there will be an ASC staff member on duty around these areas.
- Students must first get permission from the ASC staff before going to the playground, sandpit or school fields.
- Hazardous activities are to be stopped immediately.
- Through an established set of procedures the staff will take all precautions necessary, that a prudent parent would take, to avoid the risk of injury or harm to the health and welfare of the children in their care.
- The Hauraki Events Centre will be out of bounds for all users unless supervised by ASC staff.

BOT PROCEDURES:

All BOT guidelines and policies will apply to the ASC:

1. Sunsafty Procedures: No hat - no play will apply.
 - Students are required to wear a sun hat during all outdoor activities during Term 1 and in Term 4.
 - Children will sit under the sunshade if not wearing their sun hat, during Term 1 and Term 4.
2. All Evacuation and Lockdown Procedures
3. Student Welfare Policy
4. Communicable/Infectious Disease Guidelines
5. Medical Management Procedure
6. Health & Safety Checklist Guidelines
7. Behaviour Management Guidelines