

KIDS CLUB
Holiday Programme



Information Booklet

Please read this information carefully
and **keep for your own records.**

CONTACT US

For enrolments, enquiries, absences, and
bookings call, email or text

Programme Coordinator

Call:
027 470 1714

Email:
jess.morrison@communityservices.org.nz

Visit:
505 Port Rd, Whangamatā 3620



WELCOME TO..

“Eastern Coromandel Community Services Kids Club”

OSCAR Programme

“It is our goal to provide an environment where children feel respected, valued and nurtured, and their parents can be secure in the knowledge their children are safe and happy.”

Our programme is designed to ensure our tamariki are included as a vital part of our local community.

It is our belief that all children should be treated fairly, with compassion and patience.”

Held at:

Baptist Church

301 Port Road, Whangamata

Mon – Fri

8:30am – 3:30pm

PROGRAMME DETAILS

We aim to provide a balance of free play and supervised indoor and outdoor activities. We run a variety of art and craft activities, sports and games as well as providing an assortment of toys and play equipment for self-directed play.

We will have a selection of activities run by local community groups, volunteers and senior students.

Our staff are police vetted and a certified First Aider will be on site each day. The staff/child ratio is 1:10 and 1:8 on excursions.

ENROLMENTS & BOOKINGS

When enrolling your child, you must complete the enrolment form with T&C's and photo permissions prior to your child/ren attending the programme. Please update your enrolment form if any of the details change.

Payments must be made paid in full and at the time of booking Internet banking is preferred – BNZ Community Services – **02-1254-0027056-00** alternatively, you can pop into our office for EFTPOS or cash payments.

Our OSCAR Programme is approved by The Ministry of Social Development (MSD) and registered with Work and Income. WINZ Subsidies are available for eligible families.

Please no walk-ins – this impacts our staffing rosters, safety ratios (adult: children) and available resources.

To assist in our planning please let us know as soon as possible if you wish to make / change / cancel a booking, the request must be received **2 working days** in advance of the programme day. Amendments outside of this window will be charged.

If due to unexpected reasons (e.g. sickness) please let us know on the day.

Prepaid sessions cannot be refunded. A credit will be added to your account.

FOOD

Please ensure your child has plenty of **FOOD** (Lunch, morning tea and afternoon tea) and a **LARGE WATER BOTTLE** for the day. They will get far more hungry than they do sitting in a classroom all day.

SUMMER HOLIDAYS

What you must pack:

The children need to be well prepared to get the most enjoyment out of the day. Cold, wet, or hungry children can't play happily.

- Sunhat
- Togs, rash shirts or long sleeves
- Spare clothes
- Towel
- Plastic bags for wet clothes
- 1 x pair of shoes suitable for walking

TRIPS

Trips details will be available prior to the school holidays. These will be either on foot in Whangamata or travelling by van to further destinations. There may be an optional additional cost.

Please provide a car booster seat for offsite trips if your child needs one.

All drivers are vetted ECCS staff members, hold a Full NZ Driver's License and are committed to ensuring that all reasonable steps are taken to ensure the safety and wellbeing of children when they are travelling to engage in activities.

SUNSCREEN

Sunscreen is provided by Kids Club and will be applied as required and in accordance with the sunscreen labels. Children requiring a different sunscreen due to skin sensitivity or allergies must provide their own.

PHOTOS

We use photos of the Kids Club children participating in our Holiday Programme in two ways:

1. To share our days of fun with parents on our closed Facebook page
2. To promote Kids Club programmes

Please let a staff member know if you do not want photos of your child taken or used for promotional purposes.

ILLNESS

It would be appreciated if you could keep your child at home if they are unwell. Should they become ill while in our care the parent/caregiver will be called to arrange for the child to be collected within an hour.

In the event of an injury or accident staff will provide initial first aid and contact a parent/caregiver. If needed, an ambulance will be called at your expense.

If your child is unable to attend the programme on a day he/she is booked in, please advise us immediately so the space can be used for someone else to attend.

In the event of an emergency, the Supervisor will move your child to a safer location.

COLLECTING YOUR CHILD

Children must be collected on time. Parents may be charged at the managers discretion if collection time has passed 3:30pm.

Each child is required to be signed out by an approved person and verified by a staff member to ensure we are aware your child has left for the day.

If a person arrives to collect your child whose name is not on the Enrolment Form, then we are obliged to keep your child in our care until permission is given. We would appreciate prior notification if this situation arises.

PROPERTY

The ECCS Kids Club staff will take all reasonable care of your child and their property during their attendance but we cannot accept responsibility for any loss or damage arising by way of accident, injury or theft, or otherwise.

COMPLAINTS PROCEDURE

It is the goal of the [Eastern Coromandel Community Services Kids Club](#) to provide the best quality service to you and your whānau.

If you are unhappy with Kids Club, please write, or speak directly to the people involved. Issues and misunderstandings can often be resolved in this way.

If you feel unable to do this, please contact [Jess Morrison \(Co-ordinator\)](#) or [Sarah Halliday \(Manager\)](#) who will respond to the complainant in writing. From there we may arrange a meeting with the people involved. The manager may notify the board to investigate and provide a decision.

jess.morrison@communityservices.org.nz

sarah.halliday@communityservices.org.nz