

PARENTS INFORMATION

Stay and Play Ltd
Phone 021 231 8558
Email stayandplaynz@gmail.com

Welcome to Stay and Play at Vauxhall. Our aim is to provide a safe, happy and fun environment where children from Vauxhall School can come at 3.00 to enjoy activities and be cared for until their parents or caregivers collect them. Please read the following information carefully to ensure you understand the terms on which the service is provided.

Enrolment

All children must be enrolled before attending Stay and Play. Children may attend on a regular or casual basis. Enrolment is finalised upon completion and signing of an enrolment form. Please inform staff of any relevant changes to your enrolment details. Parents are advised to read our Policy and Procedures Manual.

Programme Hours

Monday to Thursday 3.00 pm to 5.30 pm during term time.

Casuals

Casual means your child can attend the programme on any given day and you can inform us right up to when school finishes at 3pm.

Fees

Regular: For pick up before 4.30pm \$13.00 per day.
For pick up after 4.30pm \$18 per day.

Casual: For pick up before 4.30pm \$15.00 per day.
For pick up after 4.30pm \$20.00 per day.

Payment

Fees are payable fortnightly in advance.

Payment can be made directly into the Stay and Play bank account no. **12 3026 0452973 000**. Please use your child's name for the reference. Please pay cash or cheques directly to the supervisor.

Casual fees must be paid at the end of each session.

Please note

- Cancellations must be received 24 hours prior to a child's absence otherwise you will be charged the usual rate.

This can be done by texting or calling 021 231 8558 or emailing stayandplaynz@gmail.com

- When a child is enrolled on a day that happens to be a public holiday, fees are payable for that day as we have a

statutory obligation to pay any staff who would normally work on that day.

- There will be a late fee of \$1.00 per minute if your child is picked up after closing time.

Supervision

The programme ratios are 1 staff member for every 10 children.

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 (to go to the toilet etc).

Afternoon Tea

Afternoon tea will include fruit and vary between sandwiches with spread, pizza, muffins etc. Please advise of food allergies, requests or instructions on the enrolment form and also contact us to discuss.

Daily schedule

A typical day or week will include:

3.00 - 3.30 pm – Children arrive at Stay and Play, roll taken, afternoon tea

3.30 - 4.00 pm – Free play time (playground, outdoor activities or games inside)

4.00 - 4.30 pm – Homework, reading or other quiet activities.

4.30 - 5.30 pm – Organised arts and crafts or sports activities. Tidy up.

Absences

On the days your child is booked, we will be expecting them at the programme unless we have been notified

otherwise. This can be done by texting or calling 021 231 8558 or emailing stayandplaynz@gmail.com.

If your child fails to turn up and we have not been notified we will do everything we can to locate them and parents will be telephoned.

Collecting your child

To ensure your child gets home safely you or a designated person is required to collect them from the Supervisor and sign the sign out sheet. Please also include the time, if no time is recorded you will be charged for the full session.

If someone other than the designated person as specified by you on the enrolment form, arrives to collect your child we will not allow them to leave until you have been contacted for consent. It is preferable that you advise us prior if someone else is picking up your child.

Sometimes you may wish your child to leave the programme unattended to walk home or attend another activity (older children only) we must have that request in writing, in advance.

You can email Kirsten or Leanne at stayandplaynz@gmail.com

Behaviour Management

Our policy is to ensure our environment is a safe and happy place for everyone involved. We expect the children to follow the rules and code of conduct, which will be explained to them. We will make every effort to help your child settle in and provide a varied and stimulating programme. If a child's behaviour is consistently disruptive and/or harmful to other children, they will be required to be removed from the programme.

Sick Children

If a child attending the programme becomes unwell or upset we will contact the enrolment people listed on the 'Child Information and Registration' sheet for them to pick up the child as soon as possible. Please keep unwell children at home until recovered, as we do not have the facility to look after sick children. If a child has been booked into the programme but does not attend due to sickness, please call or text 021 231 8558 before 2 pm that day.

First Aid, Accidents, Medication

There is a fully stocked first aid kit on site at all times and a trained staff member. However, if we are concerned about a child we may call a parent to pick that child up. If a serious accident happens our policy is to ensure the safety and wellbeing of the child first. This may mean an ambulance or other appropriate form of medical help is sent before the parent is called. At no time do we transport children to parents, doctors or hospitals.

All incidents will be recorded in our Accident and Incidents Book.

If your child requires regular medication we need to be informed and this will be entered into our Accidents and Incident book, so we are sure we know when to administer medication.

Policies and Procedures

Our policies and procedures are available on request, please ask the Supervisor for a copy. It contains further information on health and safety, complaints procedures, employment practices, code of conduct and other matters relating to the Stay and Play service.

Further information

Please don't hesitate to contact either Kirsten or Leanne if you require further information.