



HILLCREST
NORMAL SCHOOL

After School Care

Hillcrest Normal school aims to provide a high quality after school care service for the families of this school and one which complies with the standards for OSCAR registration.

We wish to ensure children have access to:

- a range of stimulating and age appropriate activities between 3.00 pm and 5.30 pm
- a safe environment where the welfare and interests of the children is paramount.
- a well-organized, managed, and self- funding programme on site.

The programme is externally reviewed by OSCAR on a biennial basis and this process has just been successfully completed.

Bookings / Cancellations

856 6122 / 021 859 916

or

enquiries@hillcrestnormal.school.nz

After School Care Supervisor Direct

0274 473 584 - **Session Times Only**

Payment Arrangements / General Financial Information

856 6122

or

finance@hillcrestnormal.school.nz

INFORMATION FOR PARENTS

Booking/ Attendance Sheets

- Children must be booked into the programme through the office or cancelled if they are not attending on a day they usually come
- The office must be notified by 2.30 p.m. on any day a child is not attending
- A cell phone provides direct access to Aftercare from 3.00 p.m. onwards
- Accurate attendance registers are maintained within the programme

Pick Up and Drop Off Arrangements

- Children make their own way to after school care at the end of the school day and a roll check is made. All new entrant students will be collected from their classroom by an after school care staff member at 3.00pm.
- It is the responsibility of parents to make clear to their children if they are to go to after school care that day
- Where parents make a change on booking before 2.30pm the office will get that information to the child
- The class teacher has a duty of care to make sure appropriate arrangements for all children are followed at the end of the day
- All children must be picked up by a designated caregiver from the ASC room and signed out with time of departure stated at the end of each session
- Staff will stay until all children have been collected in the evening
- Parents who are consistently late will be given a letter and charged for additional staff time

Missing Students

- After school care staff will communicate with the office around missing children who are expected on the roll but have not turned up
- School search procedures for missing children are followed

Staff Management

Mrs Gilbert has management oversight of the programme. Each day there is a supervisor and assistant supervisor in charge. These staff set the programme, manage the environment and the parent interface, each has first aid training. They are supported by additional staff who work as a team within the programme. The ratio of staff to pupils is 1-10. There are never less than 2 staff on duty. The ASC cell phone enable direct parent contact during sessions.

Administration

A register of students enrolled in the programme is maintained. Each family is asked to complete an enrolment form for their child. These forms are available from the office. School polices around health and safety and student behaviour also apply to ASC. Staff are not allowed to administer prescription medicines to students.

Financial Management

Financial services for ASC are provided by the school finance officer through the school accounting package, systems and procedures. ASC accounts are audited as part of the school audit. Charges for services are set by the Principal in conjunction with the BOT. These are reviewed annually.

Payments

Payments are made through the office on receipt of an invoice, or on line. A weekly return of student usage is provided to the school office administrator. Statements are sent out at the end of each term.

- Parents who do not cancel their booking for children may be charged if this is a recurring problem
- Parents who do not pick their child up by 5.30 pm may be charged an additional fee
- Parents will not be charged for non-attendance if pupils are sick
- A current schedule of charges is available at the office

Managing Late Payments

- Unpaid fees exceeding \$200 will be pursued through a debt collector if previous phone calls and formal letters have not been responded to
- Late payment of fees may incur a 20% debt collection cost
- Students with unpaid fees in excess of \$500 will not be accepted into the programme until arrangements have been made to make payment and good will has been shown in this
- Parents who are leaving the school or the programme are expected to clear any ASC debts

AFTER SCHOOL CARE COSTS

Effective from 1st February 2018

3.00 pm - 4.15 pm	-	\$ 9.00	(minimum charge of 1 hour)
3.00 pm - 5.00 pm	-	\$14.50	
3.00 pm - 5.30 pm	-	\$16.50	(maximum charge of \$80 per week)

Extra Child

3.00 pm - 4.15 pm	-	\$ 8.00	(minimum charge of 1 hour)
3.00 pm - 5.00 pm	-	\$12.50	
3.00 pm - 5.30 pm	-	\$14.00	(maximum charge of \$65 per week, per additional child)

**ADDITIONAL CHARGE FOR LATE PICK UP - AFTER 5.30 PM
\$30.00 PER CHILD**