



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-organised, 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.

Permanent Bookings

- Permanent bookings will be charged regardless of whether or not the child attends
- Changes to permanent bookings need to be made at least one week in advance
- For Health & Safety reasons, notification of absence of a permanent booking must still be made [via the school office]

Casual Bookings

- Casual bookings will be dependent on availability and must be booked before 12 noon on any given day.
- If you make a casual booking and the student does not attend, the minimum charge will apply.

Pick Up and Drop Off Arrangements

- Children make their own way to After School Care (ASC) at the end of the school day and a roll check is made.
- It is the responsibility of parents to make it 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.
- Year 0 & 1 children will be collected from their classrooms by one of the ASC Leaders..
- 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

Matua Andy has management oversight of the programme. Each day there are two supervisors in charge. They 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. There are never less than 2 staff on duty. The ASC cell phone enables 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 policies 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 School Board which are reviewed annually.

Payments

Preferred payment option is via the internet - Bank Account Number is **12-3249-0102946-00**. Payments can also be made through the office. A weekly return of student attendance is provided to the school office administrator.

- Parents who do not pick their child up by 5.30 pm will be charged an additional fee of \$40.
- Please see below for the schedule of charges.
- Invoices are emailed fortnightly.

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.

Payment Arrangements / General Financial Information

- 856 6122 Ext 213
- finance@hillcrestnormal.school.nz

Bookings / Cancellations

- Phone - 856 6122 / 021 859 916
- Email - enquiries@hillcrestnormal.school.nz

After School Care Supervisor Direct

- 0274 473 584 - **Session Times Only**

After School Care Costs

Effective from 31 January 2023

Permanent Bookings (payable whether child attends or not)

3.00pm to 4.00pm \$10.00 (Minimum charge of 1 Hour)

3.00pm to 5.00pm \$16.00

3.00pm to 5.30pm \$20.00

Casual Bookings

3.00pm to 4.00pm \$12.00 (Minimum charge of 1 Hour)

3.00pm to 5.00pm \$18.00

3.00pm to 5.30pm \$22.00

Discount of 15% for families with 3 children or more who do not qualify for winz subsidy

**ADDITIONAL CHARGE FOR LATE PICK UP - AFTER 5.30pm
\$40.00 PER CHILD**