

Our Philosophy:

Kids Klub aims to provide a caring, safe and fun environment for your children. We want children to be happy and busy doing activities that they may not be able to do at home. We encourage good manners and communication skills. We provide educational activities that are fun and inviting for the children.

LOCATIONS AND CONTACT PHONE NUMBERS:

KIDS KLUB MARLBOROUGH – MARLBOROUGH PRIMARY, SCHOOL HALL	027-284-5375
KIDS KLUB GLENFIELD – GLENFIELD PRIMARY, SCHOOL HALL	027-284-5376
KIDS KLUB FORREST HILL – FORREST HILL PRIMARY, ROOM 23 AND THE HALL	027-284-5378

NB: The Before School programmes are based at Glenfield and Forrest Hill Primary Schools. Our Holiday Programme is based at Glenfield Primary School.

GENERAL ENQUIRIES:

Bruce Masefield	027-272-6994	Email:	bruce@kidsklub.co.nz
Postal Address:	PO BOX 36560, Northcote 0748	Website:	www.kidsklub.co.nz
Accounts	accounts@kidsklub.co.nz		
Maria	021 923 337		

FEES	Booked Daily Rate	Non-Booked Daily Rate
Morning 7.00am - 8.30am (Based at Glenfield & Forrest Hill Primary Schools only)	\$10.00	\$13.00
Afternoon 3.00pm - 6.00pm	\$18.00	\$22.00
Holiday Programme 7.00am - 6.00pm	\$45.00	\$55.00
Holiday Programme Trips	\$5.00 - \$25.00	Plus \$5.00 (on trip's advised price)

Terms & Conditions

Kids Klub reserves the right to change its fees and these terms and conditions from time to time by advising you in writing, which may be by email.

BOOKINGS: Bookings, amendments or cancellations are to be made through Enrolmy and must be done before **11.59pm** Friday prior to the week of attendance. After this, bookings can only be made by ringing your centre directly. Bookings not placed through Enrolmy will be charged at a rate of \$13.00 for Before School, \$22.00 for After School and \$55.00 for the Holiday Programme.

All bookings are closed off at 11.59pm the Friday prior to the week of attendance.

OUR HOURS OF OPERATION ARE:

7.00 am - 8.30 am mornings. (Forrest Hill, Glenfield and Marlborough,) Based at Glenfield & Forrest Hill Primary Schools.

3.00 pm - 6.00 pm afternoons. We also normally cover for early school closures etc. Please discuss this with your supervisor.

7.00 am - 6.00 pm Holiday Programme. Based at Glenfield Primary School. 101 Chivalry Road, Glenfield

NB: Children must be collected before 6.00pm

TO START:

To enrol your child please visit www.enrolmy.co.nz/kidsklub

BEFORE SCHOOL:

Children can be dropped off from 7.00 am. (Please sign your child in daily) Those being delivered to Marlborough Primary school, from Glenfield Primary, will be dropped off between 8.20 and 8.50 am.

AFTER SCHOOL:

Children must go to their schools designated area as soon as school is finished and make themselves known to the supervisor.

HOLIDAY PROGRAMME: (Based at Glenfield Primary School, 101 Chivalry Road, Glenfield)

During the school holidays we provide morning tea and afternoon tea. Please provide lunch, or money to buy food and a drink bottle for your child. We go on field trips most days for extra enjoyment i.e., swimming pools, ice skating, bowling, mini golf, movies, Auckland Zoo, Laser Force, Long Bay Park and bush walks etc.

During the Holiday Programme you must sign your child in and out daily.

POLICIES AND PROCEDURES

Each centre holds a copy of our Policies and Procedures booklet. It contains detailed information on health and safety, making complaints, employment practice, etc. Please see the supervisor if you wish to view this. Our main policies are addressed as follows:

BEHAVIOUR MANAGEMENT AND RESOLUTIONS:

We use behaviour management techniques that communicate the expectations of appropriate behaviour and empower children to meet those expectations. It is our goal for children to become competent and confident in a safe, secure and respectful environment. This is done using positive reinforcement and by providing a stimulating and varied programme. Every effort will be made to help your child settle into the programme. However, if a child's behaviour is consistently harmful and/or disruptive to the other children or staff, parents will be asked to remove him/her from the programme for a period or may even result in the termination of their enrolment. Kids Klub has the right to suspend or terminate any enrolment immediately without question if any policies are breached. Any damage caused by any child that you register for any Kids Klub programmes is payable by you.

ABSENCE NOTIFICATION

Please ring or text the applicable centre before 8.00 am (for mornings) and by 3.00 pm, for afternoons.

CHILDREN'S TOYS/GAMES ETC.

We do our best to look after children's belongings, but all care and no responsibility applies. We recommend that valuable items are left at home. Please name belongings for ease of identification.

ABUSE

Kids Klub have a detailed Child protection policy, which includes the reporting of any suspected child abuse to the Ministry for Children, Oranga Tamariki.

COMPLAINTS

Kids Klub has a complaints procedure. If you have any problems, please approach the supervisor. If this is not an option, you are able to contact Bruce on the number or addresses listed on the front of page 1.

CHILD COLLECTION

In case of an emergency, meaning you will be late collecting your child, please ring the relevant Kids Klub centre A.S.A.P. If children are picked up late, a fee of \$1.00 per minute will be charged. If your child is being picked up by someone other than those stated on your enrolment form, please let us know in advance. We will not allow your child to leave with someone else without your permission.

EARLY CLOSURES/ TEACHERS ONLY DAYS

These are normally catered for. Please discuss this with your supervisor.

ACCOUNTS NEED TO BE PAID IN FULL BY THE END OF EACH WEEK.

Bank Account Number: ASB 12-3053-0523423-00

We can also accept credit card payments through our online invoice link.

- **THE CUT OFF FOR ENROLMY BOOKINGS, AMENDMENTS ETC IS 11.59PM THE FRIDAY PRIOR TO THE WEEK OF ATTENDANCE.**
- **BOOKINGS FOR THE CURRENT WEEK CAN ONLY BE DONE BY CONTACTING YOUR CENTRE DIRECTLY BY PHONE OR BY LEAVING A TEXT MESSAGE WITH YOUR REQUIREMENTS**
- **DAYS BOOKED WILL BE CHARGED REGARDLESS OF ATTENDANCE, I.E. SICKNESS ETC.**
- **DAYS BOOKED AND NOT ATTENDED CAN NOT BE EXCHANGED FOR OTHER DAYS.**

Kids Klub use Enrolmy for online booking convenience, who are a trusted New Zealand supplier but are not affiliated with Kids Klub in any way. I agree that Kids Klub will not be liable for the failure of Enrolmy including but not limited to a lack of availability, loss of data or security breaches. I understand that my child may be travelling by taxi, bus, van or car during the day. I am also happy for my child to go swimming, and to participate in Kids Klub field trips and activities offsite from time to time. By making a Holiday Programme booking I acknowledge and accept that some activities involve a risk and the possibility of an injury to my child/children. I make this booking with full knowledge of the inherent risks involved. I also understand that Kids Klub images/photos including or featuring my child may appear in advertising and/or marketing material across web, print and other forms of media.

I understand that I am responsible for providing complete and accurate information and that Kids Klub and its staff cannot be held accountable if any information is incomplete, inaccurate or has not been updated.

I give permission, should my child need immediate medical attention, for Kids Klub to take my child to the nearest emergency facility and agree to pay any medical fees incurred.

I also give permission for any medicine as notified by myself to be administered to my child.

I am also aware that any default by me for the payment of outstanding fees may result in debt collection action and all costs associated with this action will be paid by me. Kids Klub also reserves the right to refuse to admit any child in the event of non-payment of fees.

We prefer a friendly settlement as opposed to this action.