

Welcome to **Kids After School Conifer Grove**, where we consider ourselves to be a home away from home for the children in our providing a unique link between school and home.

We offer quality care approved by the Ministry of Social Development with Level 3 Social Sector Accreditation.

KAS operates out of the Conifer Grove School hall – Walter Strevens Drive entrance

Before School Care (BSC):

7.00am – 8.25am – Full session

Breakfast is provided up until 7.40am (last orders).

Cereal, Toast, spreads

After School Care (ASC):

3.00pm - 6.00pm – Full session

Afternoon tea is provided, along with homework help, daily organised activities (Art & Craft, Cooking, Sports, Games, Science Experiments), time to relax and free choice activities.

To find out more about our programmes, please head to our website or contact us

Contact: Office (8.30am-4.00pm daily)

Email: admin@kidafterschool.co.nz

Website: www.kidafterschool.co.nz (click link below)

Phone: 09 236 4078

Please note: Kids After School is a privately owned company and are managed independently.





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Greetings parents & caregivers

Kids After School are privately owned, fostering relationships and helping grow great people since 1998

Kids After School are part of the OSCAR sector (Out of School Care and Recreation) providing before, after school care and holiday programmes for children ages 5-13 years and creating a link between school and home. Our programmes have Level 3 Social Sector Accreditation with Level 3 OSCAR specialist accreditation.

We have applied for accreditation for The Gardens, Conifer Grove and Ngakoroa sites and expect a visit from the Accreditation team before Christmas so we can ensure the WINZ subsidies are offered to those who are eligible.

Our Aim is to provide a safe environment for school children to attend OSCAR programmes that offer opportunities for children to learn and gain new skills whilst having fun.

We achieve this by having a variety of activities including arts and crafts, cooking, science experiments, active sports and games.

Your children will be guided by the current teams that work with your children at present for Great Times and additional staff will be hired.

Your lovely Great Times staff will be attending training with us the week of 6th January and be at The Gardens to greet you on the 13th when the holiday programme starts as Kids After School (we are very excited)

Our head office is based in Patumahoe, Franklin area. Our office looks after KAS Accounts, Financial management, HR recruitment, Training and Programmes Support, administration support & queries for programmes and families/whanau, dedicated WINZ support and managing compliments and complaints.

What do you need to know:

- We have an online booking system called Aimy. Attached is a “how to enrol” so you can follow step by step process.
- Basically, you go to our website, click “Book Now” create a login with password, create a profile for yourself, then each of your children and make the booking.
- Your profile must be for you, the enrolling parent as you are the one responsible for the account. The second parent can be nominated or entered as one emergency contact.
- Two emergency contacts must be listed.
- All contact and other information on the profile, must always be current.
- Bookings in Aimy are made by you, confirmed by our office where any discounts are applied and are synced with Xero. Any additional hours or fees may not necessarily show in your parent portal in Aimy.
- If you change your address, this does not get automatically updated on your account in Xero, please send an email to our office (as below)
- Please make sure you also enter if your child has any medical conditions or behaviour information.

PO Box 161, Patumahoe 2344

Web: www.kidsafterschool.co.nz Email: admin@kidsafterschool.co.nz

Office: 09 236 4078



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- We have attached our Child Information Summary form to the email, the form is to support the information you have listed and gives us really good information. This enables us to provide care that best supports your child.
- Authorised pickup persons need to be nominated by you, we will only release children to those on the list
 - If there are any court orders that prevent particular persons from having access or picking your child up, please forward the document to our office as below.
- This will be ready to launch in Week 7 (commencing 25th November) for bookings for the next school year and the school holiday programme based at The Gardens starting January 13th until school returns. There are also programmes based at Hillpark & Karaka if those are closer for you.
- For school term bookings, you will need to book the full year, each year – this is for permanent bookings only. You can select the start date depending on when your school starts the school year, the end date for the year will be adjusted once schools have confirmed this.
 - The Gardens School – 28th January
 - Conifer Grove School – 3rd February
 - Ngakoroa School – 3rd February
- If you have casual bookings, these can be booked in advance or on the day, some notice is preferable
- Terms and Conditions are attached, please read carefully
- Fee schedules for each programme are attached
- Information about how our programmes are structured is also available on our website
- Invoices are sent out a week prior and due by the Monday of the week care commences.
- WINZ subsidies are cared for lovingly by our office, we are happy to help with information, submitting forms, and assisting where we can to help with the sometimes complicated process.
- We have KAS sunhats for children that do not have a hat in their bag at the end of the school day or during the holidays, these are sanitised each day.
- KAS Bag tags are available for Year 1-2 children (see email attachment) or those children that just come one or two days each week, it can be confusing remembering where they are supposed to be during the week, this makes it easier for them and give you peace of mind. Please make sure you put it on their school bag the days they are with us only

For all programme information, please go to our website: www.kidsafterschool.co.nz

If you have any questions, please contact our office on 09 236 4078 or email admin@kidsafterschool.co.nz

Yours sincerely

Kids After School Ltd

Carolyn Payne
Managing Director

PO Box 161, Patumahoe 2344

Web: www.kidsafterschool.co.nz Email: admin@kidsafterschool.co.nz

Office: 09 236 4078



How to Enrol your Child

We use an online system, **Aimy Plus**, to manage the way we look after your bookings, The online software has many benefits including your very own **Parent Portal** where you can:

- Register and enrol your child/ren
- Book
- Make payments – Direct Debit & Credit Card
- Update your personal information
- View bookings
- View invoices

This process should take 10 minutes and the good news is you will never have to fill out another registration/enrolment form with us ever again!

Here's what you need to do:

1. Go to our website: www.kidsafterschool.co.nz
2. Click the book now button, which will take you to the registration page.
3. Once you reach the registration page, click the purple “new parent” button.
4. Follow the registration process and enrol your child/ren.
5. After this has been done, click the dashboard in the Menu Bar at the top of the screen, **now you can make a booking.**
6. Click on the “make a booking” button and complete the booking into the desired programme.
7. Please be aware if you select to book per term, you will need to go back in prior to the next term starting and rebook your child. Selecting your booking for the full year, ensures your child's booking carries through each term, you can always amend the booking at a later date.
8. Once completed, your booking is now pending and will be confirmed within 24 hours.

Next – enjoy exploring your Parent Portal and finding out all the things you can do and see.

If you have any queries with regards to enrolling your child, or require assistance, please contact the office on 09-236-4078 we will be happy to guide you.

Kind regards

The Team at
Kids After School
Ph: 09-236-4078



CHILD INFORMATION SUMMARY

Child's Name:	DOB: / /
Parent/Caregiver Name:	Contact No: School Child Attends:
Please tell us the health history of your child? Eg; head injuries, operations etc?	
Does your child have a diagnosed disability or condition? (Please give details)	
How does their disability or condition affect their day?	
Are there any activities your child should avoid for any specific reason?	
Does your child take any medication? Please give details. (If KAS needs to administer, a form will need to be completed and signed to give us permission to do so.)	
Have you had discussions with Pre-school or Schools regarding the behaviour of your child in association with other children and what have those discussions consisted of?	
Is there anything specific that upsets your child or likely to trigger anxiety in your child?	
Are there any warning signs that your child is becoming anxious or upset?	
What calms your child?	
Does your child tire easily?	
What are your child's special interests?	
Any other comments/information that you feel the Supervisor should be made aware of?	
Parents Signature: _____ Date: _____	



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TERMS & CONDITIONS

Before School Care (BSC), After School Care (ASC), Holiday Programme (HP)

By creating a profile and making a booking (whether you do it yourself or you have requested we do it for you) you are engaging in our service and therefore agreeing to be bound by the following terms and conditions of service (T's & C's) including any additional T's & C's or policies referenced here, or other KAS documents provided by email or given directly to you. We reserve the right to update, change or replace any part of these by posting updates, bulk messaging and/or changes to our website or booking system. It is **your** responsibility to check for changes and update yours and your children's personal details including who is authorised/not authorised to collect your child. We use the bulk messaging tool in Aimy to communicate these changes and it is not our responsibility to ensure you are subscribed to the notifications. Your continued use of our services constitutes acceptance of those changes.

In no case shall KAS, our directors, or employees, be liable for any injury, loss, damage, theft sustained to any child/ren or property/personal effects. Any damage, wilful or accidental to KAS or school equipment or property caused by a child or children will be the liability of the parent/s or caregivers and will incur additional charges

- It is at the discretion of the managing Director to exclude any parent/guardian child or family from attending any KAS programmes due to behavioural issues, complaints, health and safety or overdue accounts.
- Fees for BSC & ASC are distributed weekly in advance, for the following week. Unless prior arrangement is made, payment is due by the Monday of the week care is commence.
- Casual bookings, additional hours, phone calls, late fees, overdue account fees and any other charges outside the original bookings are due on receipt of invoice or by the due date, whichever is first.
- 10% late payment fees will be added to the total overdue account balance. Any fees that are unpaid will be forwarded to a Collection Agency & will incur Collection costs additional to the total amount outstanding.
- Any account holders who have an outstanding balance from the previous year will be unable to enrol at KAS until the amount is cleared
- Bookings with payments plans that have defaulted, may be cancelled without notice.
- We will make all reasonable attempts to contact you regarding your overdue account. If we do not receive any correspondence, we may forward your account to a debt collection agency where further costs will be incurred.
- If your children are not signed out of the programme, additional invoices are produced, and charged will **not** be credited.
- You must sign your child/ren in and out of the programme by the person/s indicated on the enrolment only and must only select your name. It is your responsibility to advise others that are authorised to do the same
- Your child may not attend if unwell, the programme must be notified of absence. If your child becomes unwell during the programme, we will call to advise you and they must be collected as soon as practicable
- Our programmes have safety procedures, rules, and boundaries in place to keep children safe, these must be complied with, and instructions followed, I have explained this to my child/ren
- If your child will be absent from the programme, you must notify the programme by 2.00pm by text or phone call
- Phone calls are charged at \$3.00 per call when notification of absence has not been given
- If your child is the only one to be collected at a school we pick up from (transport) and you have not notified the programme of their absence, additional fees will apply.
- Late pick up fees will be charged in 15-minute increments or part thereof at \$25.00 per child after close of programme (6.00pm)
- KAS has an annual close-down at Christmas, dates will vary year to year.



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- If children do not attend the school where the programme is based, you give permission for your child to be dropped off to or collected from their school and transported to the programme.
- You give permission for your child to be transported to and from excursions or to another programme as advertised
- Supervisors may administer first aid if any injury occurs.
- You give permission for KAS Management to discuss your child with their school if the need arises, I will be contacted to discuss if this is necessary.
- You give permission for KAS staff to arrange any necessary urgent medical treatment at my cost. I will be advised if this is necessary and why
- It is your responsibility to advise KAS if the school your child attends has made any changes to their usual attendance i.e., early school finish, union meeting, teacher only day. Advise your Programme staff as soon as practicable
- KAS staff are not permitted to provide care to families during the usual operating hours.
- In Line with normal business and commercial practices, statutory (public) holidays which fall on normal school days, including teacher only days, school closures etc, will be charged at normal booking rates

Types of bookings

Permanent Bookings

Once booked, days cannot be cancelled or swapped, casual fees will apply for any additional days

- Permanent bookings must be made **EVERY WEEK** for the **FULL YEAR** at the time of booking (exceptions only as below) and must be the same for the full year. If booking is not made for the full year, bookings will be made for you by KAS office staff.
- If your child/ren has a permanent booking and is absent, full fees will apply.
- We require five business days' notice in writing to the KAS office for cancellations and changes to permanent bookings
- If the school your child attends has an early finish and KAS is based at that school, we will expect them to attend unless you advise the programme otherwise.
- For children who are expected to be absent from the programme for a period of five consecutive days or more, KAS will charge a holding fee of 50% holding fee will be applied to the invoice for the week. Two weeks' notice in writing must be emailed to the KAS office
- If anyone other than a person listed on my profile, is to collect my child as a one-off, I will notify the programme in writing (text is sufficient).
- Full Week discounts will only apply for full sessions 5 days per week, every week – see fee schedule for details

Casual Bookings

This is a one-off booking or a booking that does not have a pattern

- If bookings are made by the programme on the day child/ren needs care, **CASUAL** rates will apply and **WILL** be chargeable if child/ren do not attend (Express Bookings)
- After School - Full fees will apply if the KAS office is not notified by 12.00pm on the day care is required
- Before School – Full fees will apply if the KAS office is not notified by 5.00pm the day before care is required

Rosters or Shifts

We may be able to provide permanent rates instead of casual if you work on a roster or shift basis – if this is the case, the following rules will apply, however, KAS reserves the right to determine whether the roster/shift pattern will receive these permanent rates.

- Book at least 10 business days before care is required, bookings after this time will be deemed **CASUAL**
- If both before and after school are required, at least one BSC session and one ASC session is required for the booking each week



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- If either ASC or BSC is not required, each week (as above) **CASUAL** fees will apply
- Once booked, days cannot be cancelled or swapped
- Bookings made on the day are deemed casual
- In Line with normal business and commercial practices, statutory (public) holidays which fall on normal school days, including teacher only days, school closures etc, will be charged at normal booking rates and are to be booked as per parent roster (evidence of roster may be requested by KAS office)

WINZ

- A \$40.00 administration fee will be billed per family per year
- OSCAR Subsidy application forms are to be submitted prior to the child/ren starting at KAS
- Declaration forms will be submitted to the KAS office at least one week before each holiday period

Holiday Care

- Fees for holiday programme are due at the time of booking.
- Cancellations must be made in writing to the KAS office by 2.00pm Friday the week before booking commences.
- Transfers can be made to another day in the same holiday period provided notification is received at the KAS office in writing by 2.00pm one business day prior to the day in question and providing space for extra children is available on the day.
- Transfers **cannot** be made to another day that is already booked – the cancellation policy will not apply in this circumstance. No refunds or credits will be available for price differences; however, additional fees may apply.

Activity Drop off

At some KAS centres we are able to take your child/ren to their after-school activity

- An activity permission form must be completed each school year and given to the Programme Manager
- If we are collecting your child/ren from their after-school activity as well, full session fees will apply.
- Fees may apply for this service.

Payment

Payment can be made directly into our KAS bank account or through your parent portal – methods include direct payment, direct debit, and credit card.

Behaviour Management:

We pride ourselves on our behaviour guidance strategies. We endeavour to give children freedom within the programme, physical and behavioural boundaries are explained to all children, these boundaries are in place to keep all children and staff safe, If behavioural issues arise and children do not respond to the strategies we have in place, which may compromise the safety of other children and staff, you will be asked to collect them immediately and your child may be suspended from the programme,. A refund will not apply.

Confidentiality

KAS Management will ensure staff and child confidentiality. At all times, the employees of Kids After School will comply with the requirements of the Privacy Act 2020.

All information collected shall not be shared except with the owner's permission or as required by legislation, for example, Health & Safety Act.

All sensitive and personal conversations, including telephone conversations, shall be held discreetly and in private.



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All permanent changes or cancellations are to be directed to KAS Head Office only – the Programme staff are not responsible for decisions regarding these or account charges or forwarding messages or emails, these must be sent directly to: admin@kidsafterschool.co.nz



Based at Conifer Grove School, 19 Evanda Crescent, Takanini

Fee Schedule 2025

Before School Care (BSC)		
Full Session	7.00am-8.30am	\$14.00
Casual Session	7.00am-8.30am	\$18.00
Full Week - Monday to Friday	7.00am-8.30am	\$60.00
After School Care (ASC)		
Full Session	2.50pm-6.00pm	\$24.00
Casual Session	2.50pm-6.00pm	\$28.00
Full Week - Monday to Friday	2.50pm-6.00pm	\$110.00
Full Week – Monday to Friday	2.50pm-6.00pm	\$165.00
Early School Finish (Parent Interviews/Conferences etc) during school term		
Early Session 1	First 1.5 hours	\$17.00
Early Session 2	First 3 hours	\$24.00
Early Session 3	Over 3 hours-up to 6.00pm	\$30.00
Miscellaneous		
Phone Calls	Each call	\$3.00
Late Pick up - charged in 15-minute increments, or part thereof	After 6.00pm	\$25.00
Overdue account fees - percentage of total overdue account	Each Week	10%
WINZ subsidy management – per family	Annual	\$40.00
Absences Statutory and Teacher only days – usual fees apply		
Fees are charged per child unless otherwise identified		
Your family may be entitled to an OSCAR subsidy based on your combined family income or if you are studying. Threshold rates are available through our website www.kidsafterschool.co.nz		
Holiday Programme (HP)		
Before Care	7.00am-8.00am	\$8.00
After Care	3.00pm-4.30pm	\$11.00
	3.00pm-6.00pm	\$15.00
Inhouse Programme	8.00am-3.00pm	\$35.00
Half Day – excluding Trip days	7.00am-1.00pm or 1.00pm-6.00pm	\$30.00
Trip Days	8.00am-3.00pm	\$TBA
Special Day i.e. Teacher only day, Student Conferences etc. For children that have a permanent booking on that day. Note: Usual before and after school fees apply.	8.30am -2.50pm	\$20.00
Special Day i.e. Teacher only day, Student Conferences etc. For Children that are not usually booked for care on this day.	8.30am – 3.00pm	\$50.00

Terms and conditions are available for viewing on your parent portal under the “Booking” heading. When bookings are made you are accepting our Terms and conditions.

Fees are subject to change.



Please find enclosed our “Bag Tag.”

We know how confusing it is for our littlies when they start school, so to put yours and our mind at rest we have introduced the KAS Bag Tag. This will save any confusion for your child and teacher as to where your child is meant to be.

Please pop on your child’s bag when they are meant to be at KAS.

