

Welcome to the FOUR PEAKS HOLIDAY PROGRAMME



Essentials:

1. Cambridge Primary School Hall, Monday to Friday, 8:00am to 5:30pm
2. We need your Enrolmy registration booking and information to confirm your child/ren's place.
3. Children will need to bring: Morning Tea, Lunch, a Drink and a Named Hat. Healthy afternoon tea is provided each day.
4. You must let us know if your child will be absent as soon as possible on 021 151 4367.
5. For their safety you must sign your child/ren in and out of the programme on the daily roll on the tablet in the hall.

PARENT/CAREGIVER INFORMATION AND CONTRACT

ENROLMENT Your Enrolmy registration has your emergency contact details, child/ren custody arrangements and health details. We must have up to date information, so please continue to keep your registration details up to date. *YOUR CHILDS SAFETY IS PARAMOUNT TO US.*

ABSENCES. We expect your child to attend the programme unless you have notified us of their absence. Call or text the Supervisor on cellphone, 021 151 4367.

DAILY ROLL. Please sign your child/ren in at drop off, and out at collection. The Supervisor will show you where the electronic roll is. We need to know that your child has gone home safely.

COLLECTING YOUR CHILD. If a person arrives to collect your child and we have no knowledge of this person; for the safety of your child/ren we will keep the child/ren in our care until you have been located for consent. Please let us know if a non-parent or caregiver will be collecting your child/ren. **The programme closes at 5.30 pm.** Fees are charged where children are not collected by this time.

EARLY DROPOFF. The **programme opens at 8:00 am** and children are not supervised before this time. **Please do not drop off children early** as their personal safety cannot be assured and additional fees may be incurred.

FEES. Fees are shown on the back of this page.

- Payment is due within 14 days of invoice date. Fees can be paid via internet banking OR handed to the Centre Supervisor.
- Non-payment –a credit management process will be started and will follow the Four Peaks Credit Management Policy.

ACCOUNT ENQUIRIES. Email fourpeaks@cambridgeprimary.co.nz or phone 827 5316 during School Term Only.

POLICIES AND PROCEDURES. These are documented in our policies and procedures folder. Speak to the Supervisor if you wish to view them. The folder contains detailed information on health and safety, making complaints, employment practices, emergency plans etc.

BEHAVIOUR MANAGEMENT. We follow the schools Behaviour Management Policy (Nag 5). We use behaviour management techniques that encourage positive self-esteem. We aim to ensure children and their families experience an environment where they are safe, secure, respected and their dignity is protected. We use positive reinforcement and a stimulating and varied programme to ensure against boredom. Every effort will be made to settle your child into the programme. However, if your child's behaviour is consistently harmful to the other children, you will be asked to remove your child from the centre.

EMERGENCIES. Our Supervisor and other staff members hold First Aid Certificates and are trained to deal with emergencies. In the case of a serious accident involving your child the staff will RING 111 AND contact you, or take your child to the Cambridge Medical Centre. In a civil emergency the staff will remain at the centre until all children are collected.

CHILD SAFETY. The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the Department of Child, Youth and Family.

COMPLAINTS. The programme has a complaints procedure. If you have any problems please approach the Supervisor, school Administration Office or school Principal. They will be happy to assist you with your concerns.

SICK CHILDREN. Please do not send along sick children, as we do not have the facilities to care for them. If a child becomes ill during the centre hours, parents will be called and asked to collect them.

If you have any queries or concerns the Supervisor is available Monday-Friday on 021 151 4367.

WE LOOK FORWARD TO GETTING TO KNOW YOUR CHILD.

FEE POLICY

Holiday Programme Fees	1 Child
Daily Fee (from 5 to 9.5 hours)	\$42.50
Half Day Fee (up to 5 hours)	\$32.00
Trip Fee – all children (on Trip days only)	\$26.00 per child
Trip days will incur an extra charge of \$26.00 per child. This is non-refundable. Trips will occur on the Wednesday of each week in the Holidays.	
Family discount: 50% discount applies to the third child in a family attending the same session. This discount does not apply for WINZ subsidised families.	
Bank Account Details: The bank account for any and all Four Peaks payments is: Bank: ASB:Branch: Cambridge Account Name: Four Peaks Out of School Care Account Number: 12 3268 0023215 01 Reference: Hol Prog and Child/ren names (especially where different to parent surname)	
Cancellation fees: No notice - for a booked session cancelled with less than 24 hours' notice or where a child does not attend, full fees apply. Early notice - cancellations more than 24 hours in advance of session start, no fees apply. Absence excused - where children are absent due to medical conditions, or for a genuine reason, fees may be waived. These will be considered on a case by case basis. Please contact the Supervisor.	
Late pickup: Should your child/ren not be picked up by 5.30pm, a late charge will apply. Up to 15 minutes late the charge is \$10.00 per child. After 5:45pm, per 15 minutes; \$10.00 for one child; \$15 for two children and \$20 for three or more children.	
Terms of Trade: Families are expected to pay the total balance of their invoice within 14 days from the invoice date. Where fees are unpaid, a credit management process will begin which follows the Four Peaks Credit Management Policy.	
All fees paid by cash, cheque or eftpos will be receipted and payments will show on the following invoice. Cheques should be made payable to Cambridge Primary School and handed to the Supervisor or School Office. Fees can also be paid by cash or eftpos at the school office or by internet banking into the above account. We regret that there are no refunds on fees. WINZ offers a subsidy as way of assistance to parents / caregivers whose child/ren attend an official OSCAR programme. Please contact WINZ directly with any queries and for forms.	

Cambridge Primary School
 3 Wilson Street
 Cambridge 3434

Supervisor:

Phone: 07 827 5316

Email: fourpeaks@cambridgeprimary.co.nz

Contact Ph. Number: 021 151 4367 (at all times)

**School Term
 Only**