



E: greenacres@kellyclub.co.nz

P: 0273212112

 Greenacres
School



What we offer:

- ~ A safe and supportive environment for your kids out of school
- ~ Trained and experienced staff
- ~ Structured activities in sports, cooking and arts & crafts
- ~ Relaxation 'chill out' time
- ~ Yummy healthy food
- ~ FUN, FUN and more FUN



2011

Welcome...

...to Kelly Club – Greenacres School! We believe in giving children opportunities to do the things they love and enjoy in a supportive and encouraging environment.

We provide quality childcare in safe and fun surroundings for children out of school. Our before and aftercare programme is focused around sports, cooking, art and craft activities as well as relaxation time around a busy day at Greenacres school. Children will be encouraged, educated and entertained during their time on our programme.

Our friendly staff are passionate about working with children. They are provided with training on behaviour management techniques, first aid, art and craft activities and a range of basic sports skills.

Booking Information...

There are a couple of easy options to find out more information or to book your child/ren onto the Kelly Club Programme:

- ~ Email us at greenacres@kellyclub.co.nz
- ~ Call us on 0273212112
- ~ Visit the programme during operation hours (7.30am-8.30am and 3pm-5.30pm weekdays)

A booking form must be completed for each family. Payment is required upon invoice on a fortnightly basis.

All accounts are expected to be settled at the conclusion of each term. Our account details for Internet banking are:

Account name: Kelly Club – Greenacres School

Account number: 06-0549-0340598-00

Please ensure that you reference the surname and first initials of your child/ren whenever a payment is made. Please make all **cheques payable to 'Kelly Club'**.

If for any reason you are unable to pay on time, please contact us in advance.



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Cost...

Beforecare - Daily Fee per child:

Standard Session - \$6.00

Please note casuals can only be taken if we have free space between our staff:child ratio

Aftercare - Daily Fee per child:

Half Session (3.00pm-4.30pm) - \$8.00

Full Session (3.00pm-5.30pm) - \$13.00

Casual Rate - \$15.00

Please note casuals can only be taken if we have free space between our staff:child ratio

Terms and Conditions...

Every care will be taken to ensure the safety of your child/ren and their property. However, organisers of Kelly Club – Greenacres School **accept no liability** for any injury sustained to your child/ren or any loss or damage to his/her property whilst on the programme.

In an **emergency situation** where your child/ren needs medical attention, staff will ensure that every effort possible is made to get hold of the caregivers/emergency contacts. If contact is unsuccessful, the Programme Supervisor will administer any medical treatment deemed necessary by a professional.

Operation hours for our beforecare programme are 7.30am-8.30am and for our aftercare programme are 3.00pm-5.30pm sharp. If your child/ren is collected after 5.30pm this will incur a late fee of \$15 per ¼ hour (or any part thereof).

Please Note:

Parents/caregivers **must inform us** via email, phone, text message or in person if their child/ren will be absent for any reason from the programme. Please note that payment will still be required for **absences** unless your child is genuinely sick and has not attended school that day. If we are not informed of this, you will be charged as per normal.

Terms and Conditions...

Changes in your child/ren's regular booking may be made with one week's prior written notice (space permitting).

Upon drop off and pickup, caregivers are required to sign the child/ren in/out everyday.

Please note that staff may be required to assist children in applying sunscreen during summer terms.

Fees will not be allowed to be in arrears beyond two weeks. All accounts must be settled at the conclusion of each term. A late payment fee of \$20.00 will be charged for each week fees are in arrears beyond two weeks and for accounts not settled by the end of each term. Please note: A \$5.00 admin fee may be charged if a reminder invoice has to be sent.

By booking your child/ren onto Kelly Club – Greenacres School, you are agreeing to the **terms and conditions** stated in this brochure.

But Wait – There's More...

We are Child, Youth and Family Approved

Kelly Club – Greenacres School is a Child, Youth and Family OSCAR approved programme provider, this means our programme operates to CYF guidelines for best practice.

Parents/caregivers that meet certain criteria will be able to access a **WINZ subsidy** to help cover the cost of our programme. For more information please go to <http://www.workandincome.govt.nz> or contact us.

