



**(Mt Albert Campus)
Standard Programme**

**PARENT/GUARDIAN
INFORMATION**

2018

Welcome to the ARISEPM the after school care programme at Elim Christian College Mt Albert Campus for primary and intermediate students only (years 0-8).

AGE: Children Years 1-8
HOURS: 3:10 pm – 6:00 pm (2:45 pm – 6:00 pm on Wednesdays)
DAYS: **Monday, Wednesday, Friday, School Term only**
ARISE PM Director: **Mr Shane Froud (022 6498275)**
MAC Programme Supervisor: **Ms Amy Hou (021 1436220)**

(if you require 5 day a week after school care – you will need to enroll your child in the Mandarin language programme run on Tuesdays and Thursdays – this is a separate application form as costs are different)

Daily Routine:

3:10PM -3:20PM Roll call, Sharing good news and Christian value teaching.
3:20PM -3:30PM Healthy afternoon tea
3:30PM -3:50PM Supervised free play (Playground, sports, games, play dough, reading corner etc.)
3:50PM -4:25PM Daily activities (Crafts, Creativity, Science, Group game, Biblical values, General knowledge, etc.)
4:30PM -5:00PM Homework and quiet reading time.
5:00PM -6:00PM Supervised free play and tidy up.

COSTS:

Pre-Booked Flat Rate:

Pre-Booked Standard Flat Rate: \$17.00 a day / \$51.00 per week (3 sessions)
Extra family members will receive discounts as follows –
Child 2+ = \$16.00 per day / \$48.00 per week (3 sessions)

Pre-Booked Flat Rate - Early Pick-up: \$15.00 a day / \$45.00 per week (3 sessions)
Pick up must be by 4.30pm
Extra family members will receive discounts as follows –
Child 2+ = \$11.00 per day / \$55.00 per week (5 sessions)

Casual Bookings:

Casual bookings are for any bookings that are made on an as-needed basis. Casual bookings are those made week-by-week or daily – not regularly booked days. We still require at least 24 hours' notice for casual bookings. Should you need any clarification on this, please email: arisepm@elim.school.nz.

Casual After School Care: \$19.00 a day
Extra family members will receive discounts as follows –
Child 2+ = \$18.00 per day

REGISTRATION AND PAYMENT

Before your child is accepted into our care, we must have received a correctly completed *Registration Form*. We will then confirm your child's place and start date in the ARISE PM programme. You will be invoiced for the term according to the number of days of care you have requested.

You are required to pay a week's deposit and the current week's payment when you register and thereafter weekly. All fees must be paid in full a week before the last day of the school term. Statement will be sent out monthly.

If your circumstances change, please notify the **ARISE PM Director – Mr Shane Froud**. We will try our best to accommodate your request within reason. We ask for two-week notice of withdrawal from the ARISE PM programme, and one-week notice of free cancellation.

We have a no refund policy and are not obligated to refund your money if your child misses a day of care for any reason (including sickness).

Payment Details: Payment can be made by cash, cheque or EFTPOS at the Mt Albert Campus school office or by direct credit to: 02-0100-0357672-000. Reference: ARISEPM & child/s name or surname.

ADDITIONAL DAYS

ARISE PM has limited places available. Please note that it is necessary to indicate the days your child will be requiring care as we will only accept your child on these days. **Any additional days of care required must be confirmed with the ARISE PM Director (Mr Shane Froud) before 12pm on the day that care is required. We cannot guarantee your child a place in that circumstance.**

ABSENCES

If your child is unable to attend ARISE PM on a pre-booked day, it is necessary that the programme director/Mt Albert Campus Office Staff be notified of your child's absence before 12pm on that day.

Should your child not attend on that pre-booked day, and we have not been notified of the absence, procedures are in place to follow the absence through first with the school (searching the school grounds and checking the school roll), then the parents /guardians, then contact will be made with the Police.

CHILD/REN COLLECTION & SIGN-OUT

The ARISE PM Supervisor – Ms Amy Hou will keep a list of children and their parents/guardian's information on her clipboard at all times during the programme. It is compulsory for all children to be signed out of the programme by their parent/guardian. Children are not permitted to sign themselves out. **Please advise any custody arrangements surrounding your child/ren to Mr Shane Froud – ARISE PM Director.**

LATE PICK-UP

The ARISE PM programme closes at 6pm. All students must be collected before this time. The programme is not licensed to operate after 6pm. In the event that you are not able to collect your child/children you must arrange for them to be collected by someone else. It is the responsibility of the parent / caregiver to ensure they inform the programme director Mr Shane Froud of all alternative pick up arrangements.

Police will be called if your child/children has not been collected by 6.15pm.

After 6pm we will charge \$10 for every 10 minutes that you are late because of extreme emergencies.

LOCATION AND ACTIVITIES

ARISE PM will use several rooms and areas around the Elim Mt Albert Campus School Site (1 McLean St, Mt Albert). These rooms will be subject to change depending on weather and room availability. Children are to go straight to the hall at the end of the school day for the ARISE PM programme. The Pickup area will be at the hall, however, signage will be allocated if the students are busy with an activity somewhere else on site.

ARISE PM reserves the right to change the programme at any time.

BEHAVIOUR / DISCIPLINE

We expect the children in our care to behave in exactly the same manner they would be expected at school. By that we refer to respect for themselves, their peers, the staff of the ARISE PM programme and the resources and property that they will be using. Any abuse of these will result in the child being placed in a "time-out" situation for a set period of time depending on the seriousness of their misbehavior. Consistently poor behaviour will result in a warning letter home and if behaviour does not improve over a week then the director reserves the right to refuse the child entry into the programme until such time that they can prove their behavior has improved enough to be allowed back to the programme. It is our policy that no child will be physically or emotionally punished, or have food withheld, for bad behavior.

STAFFING

Every person involved in the programme has been interviewed and their background checked thoroughly to ensure they will be suitable caregivers for your child. The ARISE PM programme is run by Elim Christian College and we want to ensure that our service is of the highest standard and the safety and well-being of the children in our care is our highest priority.

CONTACT US

ARISE PM Director:

Mr Shane Froud

Mob: 022 649 8275

MAC Office: (09) 846 2159

email: arisepm@elim.school.nz