

Thank you for your interest in *HobbyCare*.

This pamphlet is provided to explain how the *HobbyCare* Before and After School Care programme operates and will hopefully answer any questions you may have.

## *Typical Programme Format*

### **Before School Care:**

**7:00am:** Staff on site to receive children into care.

**7:00-8:30am:** Children undertake quiet activities.

**On Arrival:** Breakfast served to children.

**8:30am:** Children dismissed to make their own way to their respective classrooms.

### **After School Care:**

**3:00-3:30pm:** Children arrive at venue, wash hands, and have afternoon tea.

**3:30-4:00pm:** Children do any homework, reading, or work sheets that they've been assigned or take part in an otherwise quiet activity.

**4:00pm:** Children have supervised free playtime in playground (weather permitting).

**4:30pm:** Special activity time.

**5:00-5:30pm:** Finishing projects and clean up time.

**5:30-5:45pm:** Small group activity until closing time at 5:45 pm.

## *Homework*

We allow approximately 30 minutes per day for homework help and reading assistance. We do not do the homework for the children, and we do not have access to school facilities such as the library.

We can only help children if we are told what their homework is and if they have their homework books, assignment sheets and all necessary reference materials with them.

## *Behaviour Management*

If we experience behavioural problems with a child, the primary caregiver will be contacted and consulted with as regards to behaviour management.

If you have any questions or complaints on this subject please contact the Director, do not discuss these matters on site with the staff members while the programme is in progress.

We have rules and codes of conduct that will be explained to the children, which they will be expected to abide by. This ensures that our environment is a happy and safe one. We maintain a strong emphasis on being polite, considerate, and co-operative.

We reserve the right to refuse or terminate a child's enrolment if there are behavioural tendencies that are disruptive or have a negative effect on the people or children involved in this programme.

## *Food*

Breakfast will consist of a choice of any one of a number of different cereals with milk, or toast, crumpets, or muffins with various spreads/toppings (e.g., marmite, jam etc.).

Afternoon tea will comprise of fruit and, biscuits and juice, cordial, or water.

There will be opportunities to provide some additional variety in the food provided to aligned with any holiday or special theme day e.g., Mother's/Father's Day etc. All meals are included in the before and after school care fee structure.

Please advise of any food allergies your child may have.

## *Health and Safety*

We aim to provide a safe and healthy environment for the children. We are in contact with a variety of organisations, which are able to assist and advise us in this area. If you have any questions about this please contact the programme director.

## *Sick children*

If a child attending the programme falls ill or becomes upset, we will contact a caregiver, or emergency contact. We may request that the child be retrieved as soon as possible.

We would appreciate it if unwell children are kept at home. We do not have the resources to care for sick children. We may also request that a child does not attend the programme until they have fully recovered from any illness.

If a child does not attend because of illness or has been picked up from school earlier for whatever reason, please contact the programme Director before 2:00 pm of that day. Failure to do so may cause a great deal of anxiety for the staff trying to locate an absent child, and consequent disruption to the programme.

Sessions booked but not attended due to illness will still be charged for at the full rate.

## *Accidents and First aid*

At all times there is a first aid kit, manual and staff member assigned to first aid.

If we are concerned about a child's condition, we may call you to pick them up. If a serious accident occurs, our policy is to call an ambulance first, then inform caregivers as soon as practicable.

We do not transport children home, to doctors or to hospital.

## *Emergency Procedures*

Children's safety is paramount, and property is not a priority i.e., School bags etc. All efforts will be made to get in contact with you as soon as possible.

If your child carries important medical treatment in their school bag, please inform the staff so that their bag will always be kept accessible.

## *Morning Drop Off*

All children must be signed into the morning care programme (if enrolled).

HobbyCare will not accept any responsibility for children left alone at the venue prior to 7:00am.

## *Late pick up*

Children are to be picked up before our normal finish time of 5:45pm. A late pick up fine will apply if a child has not been picked up by the end of the day's programme. If the staff have not been notified of the reason for the late pick-up, they will proceed to call the primary caregivers and emergency contacts on file to arrange for the child to be picked up.

**Staff will not drop children off to their homes.**

## *Fee Structure and Payments*

\$13.00 per child per morning care session.

\$20.00 per child per afternoon care session.

Non-attendance due illness will be charged at the full rate.

### **Payments**

All payments are to be made in advance to secure your placement.

Preferred payment is by internet banking. Preference is for fortnightly or monthly automatic payments from your bank account. Cancellation of or change to booked days requires 14 days' notice to the Director.

## *Work & Income NZ Subsidy*

HobbyCare is a Ministry of Social Development (MSD) accredited, OSCAR approved programme. Our policies are aligned to national policies and procedures. Eligible caregivers can access a Work and Income (WINZ) subsidy to help towards covering their childcare costs

Information about how to apply is available from your nearest Work and Income Service Centre.

## *Background*

HobbyCare is based at Hobsonville School but is an entirely independently run, commercial venture. We have been providing this service since February 2000.

The programme Director, Mrs Kerriane Rennie, had 15 years' prior experience as a Nanny caring for children in both New Zealand and overseas prior to starting this programme.


Kerri gained further experience operating similar childcare programmes while studying for her Diploma of Art and Design. She and her husband Paul have also raised their own four children together, the eldest of whom is now in his early 30s.

Kerri holds a Certificate in Out of School Care and Recreation from the Open Polytechnic of New Zealand and is a certified First Aider. She is continuously developing her and her staff's professional skills through relevant course and workshop attendance including Child Protection/Safe OSCAR, Assisting Behaviour Change in Children, Food Hygiene, Programming for Older Children.

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# HobbyCare

Your Local Before & After School Care Programme