

encourage positive self esteem development. However, we reserve the right to not take a child if his/her behaviour is consistently harmful or disruptive to other children.

**Sign Out:** No child is permitted to leave the premises unless they are signed out by a authorised person. We must be informed if there is anything that we should know regarding access and/or custody matters regarding who can visit or sign out a child.

**Complaints:** The Programme has a complaints policy. If you have any problems please approach the Lead Supervisor or Project Manager and they will be happy to assist you with your concerns.

**Information:** As we may have to contact you we insist that the information on the enrolment form is accurate and complete and any changes to phone numbers, address etc are forwarded to us immediately, in writing.

**Excursions:** On odd occasions we do take some or all of the children, whose parents have given permission on the enrolment form, to play at the College grounds next door. These excursions are covered by our excursion policy which sets out parameters such as child safety, ratios of adults to children, emergency procedures etc.

For more information on either programme  
please contact

*kids134@birkdalebeychhaven.org.nz*  
09 483 9149  
022 483 9149  
*birkdalebeychhaven.org.nz*

Another initiative by...



## AFTER SCHOOL CARE

*For Children Aged 5 - 13*

**Welcome to our After School Care Programme**  
Birkdale Community House has been running  
this programme since 1981.

At #134 Birkdale Road, Birkdale is our after school care. Our team is dedicated to providing a fun-filled positive programme where children are engaged and excited. We theme each term and design awesome activities to create unique experiences for the children. Each day includes, Afternoon tea time, a fun activity followed by free time. Our activities cover a huge range from sport/games to cooking, crafts and even on the odd occasion a movie. All the while being under the care of experienced supervisors.

**THIS PROGRAMME IS OSCAR APPROVED**  
**\* WORK AND INCOME SUBSIDIES AVAILABLE \***



**Hours: 3:00pm-6:00pm Monday to Friday.** We must be notified no later than 1pm on any day your child is not attending. Casual booking must be booked the day before attending. *We also have a late fee for any child **not picked up by 6pm.***

**Transport:** The children are picked up by bus from their school if not within walking distance.

**Afternoon Tea:** Water and a snack are provided.

**Charges:**

**Per day/Child \$16.50 incl GST for one child, \$15 per child for 2 or more siblings** (note we do not refund for absences). Fees are invoiced weekly, from this an AP or periodic payment can be setup with the full amount due by the end of the current term

Our bank account for internet or phone banking is:

ASB

12-3035-0501992-01

Birkdale Beachhaven Community Project Inc.

BBCP is a not for profit Community organisation which position to carry overdue debts. We reserve the right to stop children attending and to take action to collect debts if the account becomesoverdue.

**Holiday Programme:**

We also operate a school holiday programme at Birkdale Hall from 8.00am to 6:00pm daily during School Holidays following terms 1, 2 and 3. In December and January we run a longer programme but close for a period at Christmas. Places are limited.

**Work and Income:**

The After School Care and Holiday Care Programmes are approved for the OSCAR subsidy provided by work and income.

**Valuables:** No responsibility can be taken for your child's personal property. We advise that children do not bring valuables to the Programme. However, the Supervisor is happy to take care of items if requested.

**Medical Treatment:** All supervisors have a current First Aid Certificate and we have arranged access to the Doctor across the road if needed. Please do not send children to the Programme when they are sick. If a child becomes ill during the Programme, parents will be contacted and asked to collect them.

**Behaviour:** It is our goal to ensure that children experience an environment where they are safe, secure and their dignity is protected. We use behaviour management techniques that

