

**WINZ SUBSIDY AVAILABLE**

**CALL (09) 298 1807  
RECEPTION@THEGATE.CO.NZ**

# **PLANET ACTION**



**AFTER SCHOOL CARE**

**Telephone 2981807  
Email [reception@thegate.co.nz](mailto:reception@thegate.co.nz)  
Website: [www.thegate.co.nz](http://www.thegate.co.nz)**

## **INFORMATION BOOKLET**

**SERVING THE FAMILIES OF  
PAPAKURA FOR OVER 20 YEARS**

**CHECK OUT OUR WEBSITE FOR MORE INFO  
[WWW.THEGATE.CO.NZ](http://WWW.THEGATE.CO.NZ) OR [WWW.PLANETACTION.ORG](http://WWW.PLANETACTION.ORG) (2018)  
FACEBOOK: PLANETACTIONNZ**

**Planet Action– Out of School Care** was established in 1999 and operates out of St Mary’s Primary School. We cater for children aged between 5 and 13 years, from Opaheke Primary School, Rosehill Intermediate School, Ardmore Primary School, Cosgrove Primary School and St Mary’s Primary School.

**Planet Action** (The Gate) is an OSCAR approved and registered programme. OSCAR is the government appointed crediting agency for out of school networks in New Zealand. To be Oscar approved means we have defined and approved policies and procedures, which include such things as child safety and staff appointments.

**Our staff are** trained and skilled workers with children. We provide fun, safe and skilled supervision for children. We understand that our programmes are only ever as good as the staff appointed to run them - we aim to have the right staff for the role. We work to a 1-10 ratio of staff to children and have at least 2 staff members on site at all times.

**Operating hours are:**

- After School: 2.30pm - 6.00pm @ Opaheke School, 54 Clark Road, Papakura
- 3.00pm - 6.00pm @ St Mary’s School, 54 Clark Road, Papakura.
- 3.00pm- 6.00pm @ Cosgrove School, 54 Clark Road, Papakura

**Service to parents and children include:**

After school care: afternoon tea provided, supervised homework and a varied programme of crafts, recreation, sports and hobbies.

Providing far more than a baby-sitting service, our programme is designed to be helpful for the ongoing educational and social development of our clients.

**Meals**

After Care: Afternoon tea consisting of a drink, sandwich & biscuit will be provided.

Please discuss with the Team Leader any dietary special needs.

**Partnerships** are formed both with the schools we are based in, and the parents of the children we work with. Our desire is to be a positive help and contributor to both parent and school in the care and education of their children.

**Emergencies**

The Team Leader at each centre is trained in First Aid and CPR. All accidents are recorded in our ‘Accident Register’, which is kept with our first aid kit. In the case of a serious accident involving your child, you will be contacted immediately and we will take the child to the nearest Medical Centre (Counties Care opposite Countdown or the A & E Clinic in Takanini).

**Complaints**

If you have any concerns or problems please approach the Team Leader immediately. They will be happy to talk to you about your concerns and assist you in any way they can.

**Personal Property and Clothing**

**Guidelines**

Personal property and clothing must be named or labelled with the child’s name to make it easier to return lost items to their rightful owner.

All personal property and clothing left behind during the hours of Planet Action will be stored in the cupboards at each centre for parents to collect.

Found clothing is kept term by term and will be displayed before the end of each term. At the end of each term unclaimed clothing will be sent off to charities.

**Please Note**

Gateway Community Trust assures parents that Planet Action staff take all reasonable care to look after personal property and clothing, but regrets that it cannot take responsibility for items lost or stolen.

We look forward to getting to know  
your child



## **Alteration Forms**

If you need to make any permanent changes to your child's Enrolment Form such as changing from a **Full Session** to a **Half Session**, or a change of address or phone number, you will be required to fill out and sign an Alteration Form and changes will be made to your weekly fixed bill.

## **Notice of Withdrawal**

Please give one week's notice in writing if you want to withdraw your child from our programme.

## **Casual attendance**

If your child is enrolled on a casual basis, you will need to notify the centre by 12pm on each day your child will be attending. Please note that our maximum capacity is 50 children per centre. Your child will be placed on a waiting list when we reach capacity.

## **Drop off and pick up**

**After School:** If your child attends a contributing school there will be a collection point for them to meet, where they will be collected and taken to the programme. If your child attends St Mary's they need to go directly to the school hall after school.

## **Excursions and Trips**

On trips the Team Leader will have a mobile phone. These numbers are listed on page 4 of this booklet. If you have any queries regarding any aspects of the trips away please talk to the Team Leader before the excursion.

## **Swimming**

Swimming will usually take place every Friday during the 1st and 4th School Terms unless advised otherwise. All children who attend on a Friday will be transported to the Massey Park Pools. All parents MUST pick their child/children up from the pools on swimming day.

## **Child Safety**

We have a detailed Child Protection Policy, which includes the reporting of any child abuse to the Department of Child, Youth and Family services. Please ask the Team Leader or office if you wish to read this.

## **Sick Children**

Please do not send sick children to the programme as we do not have the facilities to care for them. If a child becomes ill during the programme hours, parents will be contacted to collect them.

**Afternoon Care:** Children based at contributing schools will be picked up and driven to St Mary's where parents can pick them up at the end of the day. New entrants will be collected from their classroom for the first week. Parents must sign their children out before removing them from the programme.

In special cases we will allow children to sign themselves out only with the parents' written permission. In these cases the normal sign out procedures will need to be adhered to.

## **Procedure for children who do not show up at Panet Action**

The following steps will be taken if a child does not arrive at the programme.

1. Team Leaders will contact the parents
2. If parents are unavailable, a message will be left.

## **Collection of Children**

Please be on time to collect your child. Parents are expected to inform the Team Leader if they will be picking their child/children up late.

Please note penalty fees are incurred if you are late to pick up your children.

If you have booked for a **Full Session** and you pick up your child after 6pm a **penalty fee of \$10 per 5 minutes** (or part thereof) per child will be charged for collection after 6 pm

Please sign your child out with the Team Leader when leaving. If someone other than the named caregiver is collecting your child, it is essential that the Team Leader is notified in advance by you (not your child).

**Staff will not release a child to a person who is not identified** on the Enrolment Form, or who hasn't been identified by the parents. If an unauthorised person comes to collect the child, parents will be contacted by the Team Leader for authorisation. **Please make sure your contact details are correct and current.**

## **Procedures for Late pick up**

If a child is not collected at the end of the programme at 6pm, the following procedure will be followed.

If the child has not been picked up by 6.00pm, all phone numbers will be called. If there has been no contact with the parents within 30 minutes of the programme closing, the child will be taken to the Police Station. A note will be left on the door of the hall informing the parent where the child has been taken. The OSCAR Coordinator will be notified.

## **Policies and Procedures**

There is a copy of the Planet Action Policies and Procedures at our office. Please ask the Team Leader or the office if you wish to read it.

## **Behaviour Management**

It is our aim to provide a programme where all children are safe, and receive care and attention. Our staff will offer support and treat children fairly, with dignity and respect. These aspects will be taken into consideration in our endeavour to manage a child's disruptive behaviour. Staff will also look at programme content and environmental factors which may influence behaviour. Staff will provide behaviour guidance using the least intrusive approach possible and no programme will deal with children's behaviour that is unsafe or poses significant safety risk as a matter of highest priority with the goal of ensuring the safety of all children and programme staff. Please refer to our Policy & Procedures for the procedures of handling Behaviour Management. Parents will be notified if we have concerns about their child's behaviour.

## **FEES AND PAYMENTS**

### **After School Care**

St Mary's School, 54 Clarke Road, Papakura Ph 021 91 91 30

**Full Session** - picking up your child after 4.30pm and before 6.00pm.

Costs: \$17.00 per child per day for Cosgrove and St Mary's.

**Penalty fee: A late fee of \$10 per 5 minutes (or part thereof) per child will be charged for collection after 6pm.**

**Half Session** - picking up your child before 4.30pm.

Costs: \$13.00 per child per day for Cosgrove and St Mary's.

**Discount Rate for full week.**

**Early Pick up: Mon-Fri \$55.00**

**Late pickup: Mon-Fri \$75.00**

### **Fixed Bill**

Once you have decided the days and sessions (**Full Session** or **Half Session**) you want your child in Planet Action we will then customize your bill so that you will be charged weekly according to what you have booked. This will become your Fixed Bill. If you have booked your child for a full day (**Full Session**) and you pick them up early (**Half Session**) you will still be charged for a full day.

### **Deposit**

A deposit of \$50.00 for the first child and \$25.00 for each child after that to be paid with enrolment.

### **Absences**

If your child is absent you will need to notify the office before 12pm and you will still be charged according to your enrolment.

Penalty Fee: **It will be your responsibility to inform the centre of your child's absence.**

## **Public Holidays**

You will not be charged for public holidays.

Early Finishing Days - on particular days where school finishes early (ie: end of term, end of year, teacher only days), parents will be charged an extra \$13.00 per child per early day to cover the extra hours of care.

## **Payment Options**

We have automatic payments systems available for parents to pay directly into our account. We also accept internet banking and our account number is:

**12-3031-0863099-00 ASB, Papakura**

When using internet banking please clearly state the name of the child/ren you are paying for and the centre they attend.

**i.e. Joe Bloggs/St Mary's/Planet Action.**

With our **Fixed Bill** system this will be a set fee. If there are any changes to your weekly/ fortnightly fee this will be recorded on your invoice. Invoices are expected to be settled on a weekly basis **and accounts must be cleared to zero before the new school term starts.**

## **Debt Management**

Please note that any expenses incurred in recovering any outstanding debt are your responsibility. If you have any queries regarding your account please contact our Accounts Administrator at the office on 298 1807 between the hours 8.30am until 4pm Monday-Friday or email on [accounts@thegate.co.nz](mailto:accounts@thegate.co.nz).

## **W.I.N.Z Subsidies**

Planet Action is OSCAR registered and parents may be eligible for a subsidy toward their child care costs through Work and Income NZ. Application forms can be sourced from W.I.N.Z or The Gate office..

## **TERMS AND CONDITIONS.**

Enrolment– Please complete all sections of the enrolment form.

Enrolment and booking is confirmed on the payment of deposit which is \$50.00 for first child \$25.00 for every child after that. **Please note that we require 2 days to process your child's enrolment.**



