

..... **HOLIDAY PROGRAMME**  
**INFORMATION FOR PARENTS**

Programme Hours: **8:00 am to 5:30 pm**

Venue:

Programme Phone:

Staff:

Your holiday programme is run by ..... We hope your children will enjoy the programme of activities we have planned. Please take careful note of the following to ensure their enjoyment and safety while they are in our care.

- ★ Please provide lunch and a drink for your child. Morning and afternoon snacks are provided by the programme.
- ★ Please sign the register each day when children arrive and when they are collected.  
**Please make sure you have collected & signed a permission slip for the excursions.**  
Any changes to booking or absences must be notified to supervisor.
- ★ Only the people stated on the enrolment form will be allowed to collect children. No children will leave the programme unaccompanied without written permission and the agreement of the supervisor.
- ★ There is written policy covering supervision, safety, behaviour guidance etc. A copy of these policies are on-site if you wish to refer to them (blue policy folder). The programme is an OSCAR provider approved by Child, Youth and Family, OSCAR Approval contact ....
- ★ If you have any comments or concerns about the programme please speak to the supervisor or programme co-ordinator. A formal complaints procedure is outlined in the policy handbook.
- ★ The staff/child ratios are not more than 1 adult to 10 children at the venue and 1 adult to 6 children on excursions.
- ★ The programme will try to look after children's property but will accept no responsibility for lost or damaged possessions.
- ★ Children must wear shoes when outside. In summer please bring sun hats each day.  
The programme will provide sunscreen.
- ★ In the event of an accident or emergency, staff will perform appropriate first aid and if necessary call an ambulance. Parents will be contacted immediately. Unless there is a serious emergency children will not be transported in private vehicles.
- ★ The supervisor reserves the right to exclude from the programme any child who is constantly disruptive, not following programme rules, or poses a significant risk to the safety of themselves or others. In some situations the supervisor may require parents to immediately come and remove their child from the programme. The programme strives to be fair and consistent, please refer to the behaviour guidance policy.
- ★ **PLEASE RING THE VENUE IF YOU ARE RUNNING LATE** Children who are repeatedly collected after the 5:30 pm closing time may be excluded from the programme. A late fee of \$5 will be charged for every 5 minutes a child remains at the programme after 5:40 pm.

..... (Programme Co-ordinator)

# JULY DAY SCHEDULE GLADSTONE HOLIDAY PROGRAMME 5 – 7 YEARS

Children will have the opportunity to participate in both structured and non-structured activities. This will be a combination of craft and recreational activities. Please make sure that you record information correctly on the enrolment form.

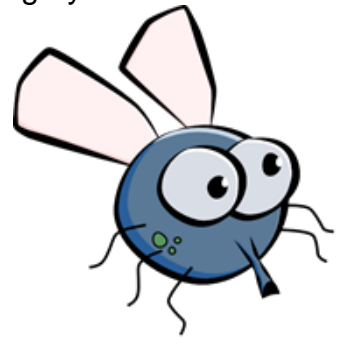
## WEEK 1

**Monday 7<sup>th</sup> July** – Fun & Games at school with some of the old favourites - musical statues, tin-can, midnight, rob the next, ripper rugby and children's choice on the day..

**Tuesday 8<sup>th</sup> July** – Create your own snake and ladders game and challenge your friends in the afternoon.

**Wednesday 9<sup>th</sup> July** – Children will be able to view one of the latest releases showing at the Event Cinema, followed by a colouring competition in the afternoon.

**Thursday 10<sup>th</sup> July** – How creative can you be when it comes to making a Dragon Fly? Enjoy the challenge of coming up with a range of funky insects to take home.



**Friday 11<sup>th</sup> July** – A great day of fun is planned at Inflatable World. If you are into castles and slides and sumo suits then you will not want to miss out on this day. Children must bring socks to wear on the day.

## WEEK 2

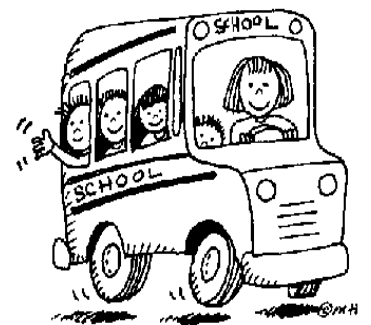
**Monday 14<sup>th</sup> July** – Enjoy decorating a cookie container in the morning and baking in the afternoon.

**Tuesday 15<sup>th</sup> July** – MOTAT has some great things to see and do, including steam train and tank rides. There are also other activities going on throughout the day, which the children will be able to join in.

**Wednesday 16<sup>th</sup> July** – We have some lovely animal craft activities to keep the children busy today. As we will be using paint it would be a good idea to send them along with a paint shirt to protect their clothing.

**Thursday 17<sup>th</sup> July** – It's a SURPRISE! A fun days outing for the children! Children to make sure they remember to pack a rain jacket and warm clothing.

**Friday 18<sup>th</sup> July** – A little bit of a breeze will go well today as the children will make and decorate kites in the morning and try their hand at flying them in the afternoon.



## THINGS TO REMEMBER

1. Parents to provide morning tea, lunch and a drink, unless stated, not required.
2. Children must wear shoes on all outing days, as well as bring a rain jacket.
3. Please have all clothing named and ensure all valuable items remain at home.

# JULY DAY SCHEDULE GLADSTONE HOLIDAY PROGRAMME 8+

Children will have the opportunity to participate in both structured and non-structured activities. This will be a combination of craft and recreational activities. Please make sure that you record information correctly on the enrolment form.

## WEEK 1

**Monday 7<sup>th</sup> July** – Fun & Games at school with some of the old favourites - musical statues, tin-can, midnight, rob the next, ripper rugby and children's choice on the day..

**Tuesday 8<sup>th</sup> July** – Children will be able to view one of the latest releases showing at the Event Cinema, followed by a colouring competition in the afternoon.

**Wednesday 9<sup>th</sup> July** – Create and decorate your own Kaleidoscope. You will be amazed with all the different images and patterns that you can come up with.

**Thursday 10<sup>th</sup> July** – A great day of fun is planned at Inflatable World. If you are into castles and slides and sumo suits then you will not want to miss out on this day. Children must bring socks to wear on the day.



**Friday 11<sup>th</sup> July** – How creative can you be when it comes to making a door draft stopper? Enjoy the challenge of coming up with a funky snake to take home and place beside that door draft.

## WEEK 2

**Monday 14<sup>th</sup> July** – Dress up in all your winter woollies, plus socks and gloves as today we head to Ice Skating. We will return in time for a hearty cup of homemade soup and fresh bread.

**Tuesday 15<sup>th</sup> July** – Enjoy decorating a cookie container in the morning and baking in the afternoon.

**Wednesday 16<sup>th</sup> July** – Today the children will be able to exert some energy at Tri Star Gymnasium followed by a picnic lunch at the nearby playground. Children must have socks to wear whilst at the venue.

**Thursday 17<sup>th</sup> July** – We have some lovely animal/plant craft activities to keep the children busy today. As we will be using paint it would be a good idea to send them along with a paint shirt to protect their clothing.

**Friday 18<sup>th</sup> July** – A nice way to spend the last day of the holidays with a trip to the library followed by lunch at Burger King. Children may wish to bring their library card as books can be issued.



## THINGS TO REMEMBER

1. Parents to provide morning tea, lunch and a drink, unless stated, not required.
2. Children must wear shoes on all outing days, as well as bring a rain jacket.
3. Please have all clothing named and ensure all valuable items remain at home.

**Illness:** Please do not bring sick children to the Holiday Programme as we do not have the facilities to care for them for an extended period of time furthermore their illness may affect other children and/or activities. If a child becomes ill during programme hours, parents will be called and asked to collect them.

**Behaviour Management:** We use behaviour management techniques that encourage positive response from the children in our care. It is our goal to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected.

If your child is having any problem in adjusting to the programme - please let us know - either by phone or when delivering your child to the programme on a subsequent day. We will manage all information confidentially but lead staff will be informed of any issue so they can address and monitor your child to ensure no further issues or problems arise.

Every effort will be made to help your child settle into the programme. However, if in the unlikely event - a child's behaviour presents as harmful or disturbing to other children or compromises the safety of themselves or others, we are obliged to remove them from the programme. This will not be done, before there is opportunity for the Programme Co-ordinator to consult with family.

**Emergencies:** Our staff are trained to deal with emergencies. Qualified First Aiders are on-site at all times. In the case of a serious accident involving your child, the staff will contact you and take your child to the nearest medical facility. In a civil emergency the staff will remain at the centre until all children are collected.

**After School Care:** We also operate After School Care from Birkdale House during term times. Places are limited.

**Complaints:** The programme has a complaints procedure. If you have any problems please approach the programme co-ordinator or if you prefer contact Birkdale House (Phone 483 9149)

For more information on either programme please contact:

*Daniel Shotter*  
e: [OSCAR@birkdalebeachhaven.org.nz](mailto:OSCAR@birkdalebeachhaven.org.nz)  
p: 09 483 9149  
m: 022 483 9149  
w: [birkdalebeachhaven.org.nz](http://birkdalebeachhaven.org.nz)

Another initiative by...



Birkdale Beach Haven  
**Community  
Project Inc**  
Our Place. Nō tātou Kāinga

— The —  
**KIDS**  
at #134

## HOLIDAY PROGRAMME

For Children Aged 5 - 13

WELCOME TO OUR JULY PROGRAMME

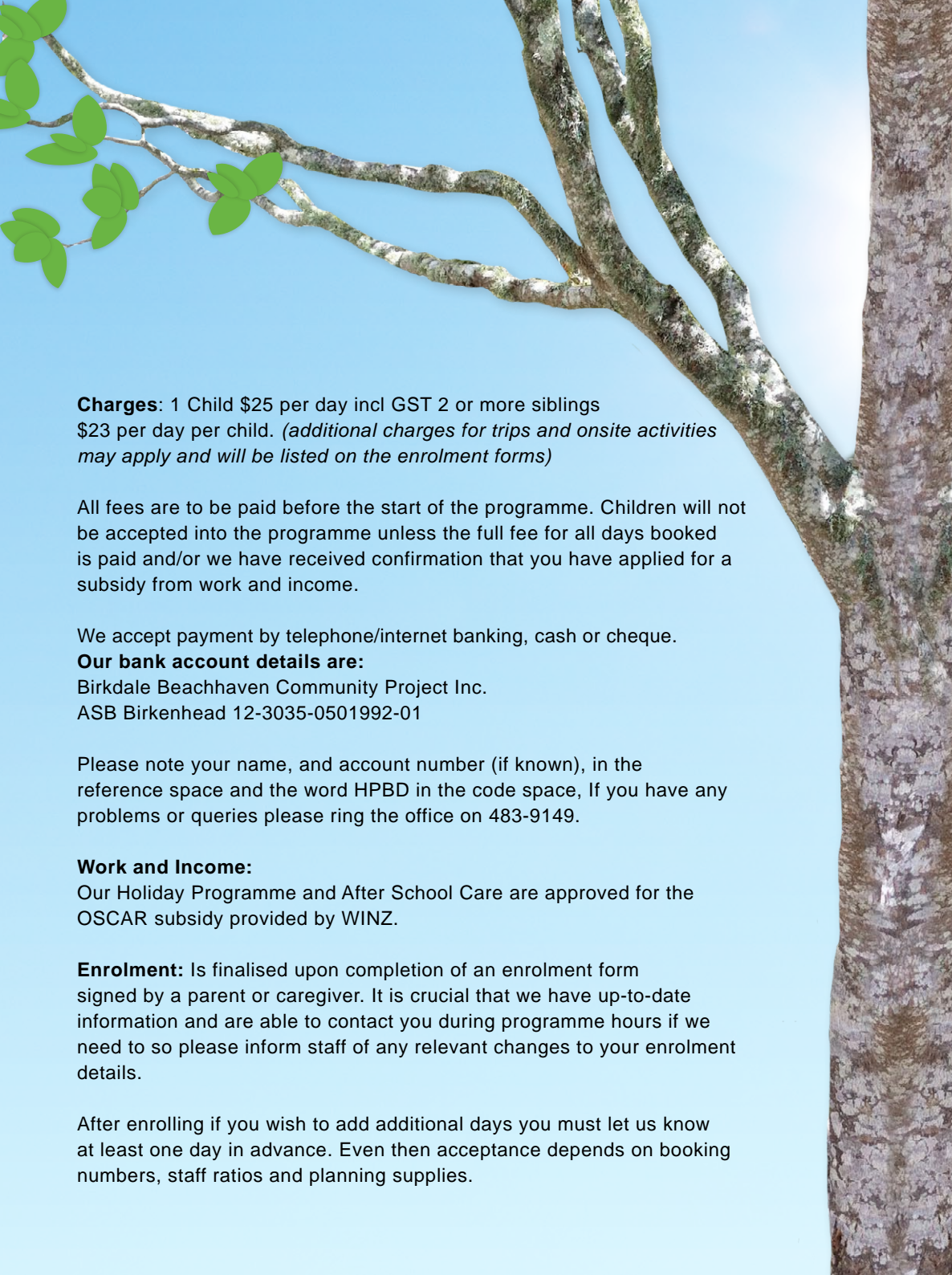
OPERATION  
**213**

7 - 18 JULY 2014  
8:00 AM TILL 5:45 PM

**BIRKDALE NORTH PRIMARY**  
213 Birkdale Road

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





**Charges:** 1 Child \$25 per day incl GST 2 or more siblings \$23 per day per child. *(additional charges for trips and onsite activities may apply and will be listed on the enrolment forms)*

All fees are to be paid before the start of the programme. Children will not be accepted into the programme unless the full fee for all days booked is paid and/or we have received confirmation that you have applied for a subsidy from work and income.

We accept payment by telephone/internet banking, cash or cheque.

**Our bank account details are:**

Birkdale Beachhaven Community Project Inc.  
ASB Birkenhead 12-3035-0501992-01

Please note your name, and account number (if known), in the reference space and the word HPBD in the code space, If you have any problems or queries please ring the office on 483-9149.

**Work and Income:**

Our Holiday Programme and After School Care are approved for the OSCAR subsidy provided by WINZ.

**Enrolment:** Is finalised upon completion of an enrolment form signed by a parent or caregiver. It is crucial that we have up-to-date information and are able to contact you during programme hours if we need to so please inform staff of any relevant changes to your enrolment details.

After enrolling if you wish to add additional days you must let us know at least one day in advance. Even then acceptance depends on booking numbers, staff ratios and planning supplies.

**Absences:** Once your child's name is on the roll we expect him/her to be at the programme unless we have been notified by the parent/caregiver. Please call or text the Holiday Programme Mobile Phone 022 483 9149 to inform us of any absences.

**Collecting Your Child:** If a person whose name is not on your enrolment form, arrives to collect your child, we are obliged (for your child's safety) to keep your child in our care until we have contacted you as parent or caregiver for consent. To save embarrassment for all concerned, we would appreciate prior notification from you ahead of time that you authorise another person to collect your child.

**Late fee:** Please remember that the programme closes at 5.45pm. If a child is not picked up by this time a late fee will apply. We also have to vacate the premises by 6:00pm so if your child(ren) aren't collected by then we will have to sit with them in the carpark no matter the weather.

**Meals:** We will provide afternoon tea for your child(ren) however, please ensure they have enough packed food of a decent manner for morning tea and lunch. We request that you don't send your child with lollies/food to share as we have children with allergies and it can also cause other problems.

**Timetable:** Children may be dropped off no earlier than 8:00am. Every day we have morning tea break at around 10:00am, we then usually start our main activities of the day. Lunch is around 12:30pm followed by more main activities and then afternoon tea at about 3:00pm. All children must be collected by 5:45pm.

**Trip days:** On trip days we require your child to be at the programme no later than 8:30, this is to allow us to get the children ready for their trip. We also require covered shoes with socks on trip days. If there is any other particular needs for that day we will inform you prior.

**Toys/electronics:** We don't allow children to bring toys or electronics to the programme as we can't be responsible for theft or damage. However if you must send your child with a mobile phone it is to be handed into staff at the beginning of the day in a named plastic bag.

**Health and Safety:** Our programme is planned to ensure all children in our care are safe and protected. Our programme has been planned to ensure a high standard of trained supervision for your children.