

Basic Outline of Daily Plan:

- 2.45–3.10 pm: Pick up Children/
Children Arrive
- 3.10–3.25 pm: Afternoon Tea
- 3.25–3.45 pm: Activity time: Arts &
Crafts, Movie Time,
Buzz, Sports, Games
etc.
- 5.15–5.30 pm: Quite Activity time.
Pack up, Clean up
time.

Days will vary and different activities
may be arranged for each day/week.

Western Stars is Kindly supported by:

OSCAR (out of school care and
recreation)

CHILD YOUTH AND FAMILY
HAMILTON CITY COUNCIL
THE WESTERN COMMUNITY
CENTRE

WINZ SUBSIDIES MAY APPLY

CONTACT

THE WESTERN COMMUNITY CENTRE
46 HYDE AVE. HAMILTON 07 8474873



Contact number during the
running of the programme:
0273805847 or 8474873



After School Care Programme 2012

**BASED AT WESTERN
COMMUNITY CENTRE'S AFTER
SCHOOL ROOM**

PROGRAMME INFORMATION

Ages 5 to 14 years



**COST FOR NAWTON AND
MAEROA \$50 PER CHILD PER
WEEK, OR \$10 A DAY.
COST FOR ABERDEEN IS \$75
PER WEEK OR \$15 PER DAY.**

**Operation hours:
2.45–5.30pm**

**Monday to Friday, closed during
all school holidays & public holidays and
31st October 2012**



WESTERN COMMUNITY CENTRE



AFTER SCHOOL CARE Enrolment Information 2012

Kia Ora & Welcome to the Western Stars after School Care Programme.

The Western Stars After School Care programme operational hours are from 2.45pm until 5.30pm, Monday till Friday, we will not be operating during all school holidays and Public Holidays or Wednesday 31st October 2012. Only Children fully enrolled may attend Western Star After School Care programme. Children are provided with afternoon tea and a range of enjoyable activities to choose from, a small amount of time is set out for homework. The programme is run at the Western Community Centre, 46 Hyde Ave, Hamilton, In our cool After School Care Room. Western Stars is registered with Out of School Care and Recreation (OSCAR). OSCAR Childcare subsidies are available through Work and Income New Zealand (WINZ) for those families that meet the Criteria.

Children from Nawton School will be walked over by staff. A time and pick up place is arranged by the co-ordinator to meet your child prior to starting the programme. Our staff will then meet your child at the designated area and transport your child to the WCC. Aberdeen children will be met at a designated place at school then will catch the Frankton bus back to the WCC. Parents are required to pick up their child from the WCC. If the weather is too wet for rain jackets and umbrellas we will pick the children up in the Centre van, otherwise we will walk over to Nawton School to pick up the children.

Fees Are:

\$5 once off admin fee

Nawton And Maeroa: \$10 a session which covers 2.45pm until 5.30pm per day or \$50 a week

Aberdeen: \$15 a session which covers 2.45pm until 5.30pm per day or \$75 per week.

Additional fees:

Late Fee: If you pick up your child after 5.30pm you may be charged a \$20 late fee.

If for some reason your child can not attend the programme when she/he has already been booked in, you must ring the WCC to let us know on the contact numbers below. If your child does not attend on any day you still will be charged for that day as it is your Childs place in the programme. Payment must be payed one week in advance. See WCC Reception for more information. By Signing the Enrolment form you are agreeing to pay your fees I full by due date or a week in advance.

During the week we tend to spend some time outside either on the fields or on the playground so children need to bring along sunhats, sunscreen and drink bottles each day and shoes. If your child needs to take medication during the programme a medication form needs to be filled out by the parent/caregiver which helps assist us.

All care will be taken to provide excellent supervision of children attending the programme in accordance with programme policies and procedures, our staff to child ratio is no less than 1:10, no person under the age of 16years is counted in our ratios and a supervisor over the age of 20 is always present. There will always be a minimum of 2 staff members supervising children at any one time. If you wish to see the policies and procedure manual please do not hesitate to ask a member of staff.

If you have any other issues and wish to talk to someone please see the programme coordinator or the WCC Receptionist for assistant. Thank you for choosing to enrol your child into the Western Stars after School Care programme.

Contacts:

Western Stars Co-ordinator:	Danielle Sinclair	07-8474873 Ext: 5	Cell: 0273805847
		Email: danielle@wccham.org.nz	
Western Community Centre Receptionist:		07-8474873 Ext: 0	
Western Community Centre Manager:	Neil Tolan	07-8474873	



After School Care Enrolment form

After School Programme
Western Community Centre
46 Hyde Ave, Hamilton
07 8474873

[www.westerncommunity.org.](http://www.westerncommunity.org.nz)

[nz](http://www.westerncommunity.org.nz)

Danielle@wccham.org.nz

APPLYING FOR WINZ ☐

WINZ APPROVED ☐



After-school care
Enrolment Form

After-school care 2012

Return this form to wcc administration

All information provided will be kept confidential and will be used solely for the purposes of the Western Star After school Care programme. No information will be shared with any third party except without the owner's permission or as required by legislation. It is the parent's responsibility to ensure this information is correct and true. These details provide an accurate record of the Children in the programme and provides vital information in the case of an Emergency. If you are enrolling more than 1 child, please use a separate form for each child.

CHILD'S NAME			AGE & D.O.B		
Days your children will be attending	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Please indicate if your child will need to be picked up and whereabouts (Nawton school Only)					
SCHOOL ATTENDING and ROOM NUMBER					
PEOPLE AUTHORISED TO COLLECT YOUR CHILD					
PARENT/CAREGIVERS NAME					
YOUR RELATIONSHIP TO CHILD					
PHONE NUMBERS Home/Work					
ADDRESS					
EMAIL					
Medication details: If your child requires to take medication during the programme you will need to fill out a medication consent form.					
EMERGENCY CONTACTS #1			MEDICAL CONDITIONS (eg. ASTHMA)		
EMERGENCY PHONE NO. #2			MEDICATION REQUIRED What, How Much		
RELATIONSHIP TO CHILD			FAMILY DOCTOR and PHONE NUMBER		
ANY OTHER INFORMATION THAT COULD BE HELPFUL ABOUT YOUR CHILD. eg Custody Arrangements					

Parent Contract: Please sign this contract to complete enrolment. If you have any questions about the programme or wish to see a copy of the programme policies prior to signing, please do not hesitate to ask a member of staff.

I/we agree and acknowledge:

- I have read and understand the enrolment information.
- I give consent for any first aid to be administered in the event of an injury to my child, and for the organisers to seek medical help if necessary.
- I understand that the organisers will not accept any liability for any lost or damage to his/her property.
- I understand that every care possible will be taken for the safety for my child.
- Some photos taken at the programme may be used for promotional purposes; some photos may be of your child. Please indicate by crossing this box if this IS NOT okay with you. ☐

Name of parent: _____

Your Relationship to Child: _____

Signature of Parent/Caregiver: _____

Date: _____

Enrolment Details are up to Date: 2012
Parents to Sign each term.

	Signature of Parent
Term 1	
Term 2	
Term 3	

