

# Kool Kidz

School Holiday Programme

April 2024

Hi I'm Kerin Frost and welcome to the Elim Kool Kidz School Holiday Programme!  
I'm really looking forward to you joining us for fun filled school holidays :)

**Whether it's your first time joining us at Elim Kool Kidz, or you've been before, please complete the following steps.**

- 1) For any questions and queries about our program or registrations, please feel free to call me on 022 415 3323, or leave your number with the Elim Office and I will call you back.
- 2) Fully complete the enclosed Registration & enrolment forms and read the Parent/Caregiver information page. This is important for the safety of your child/ren and we cannot take enrolments without completed forms.
- 3) If you think you may be eligible for an Out of School Care and Recreation (OSCAR) Subsidy through Work and Income (WINZ) , please follow this process:
  - *First time applying for a subsidy?* - please contact WINZ directly or go online to <https://www.workandincome.govt.nz> and search 'OSCAR Subsidy' to find out more about the process.
  - *Had a WINZ subsidy previously?* - please complete the paperwork sent to you by WINZ and return it to them.

#### How to return completed Registration & enrolment forms

- \* Deliver them in person to our offices during our office hours (Mon to Fri 8.30am to 4.30pm).
- \* Complete the forms and email them to [kerin@elimcambridge.org.nz](mailto:kerin@elimcambridge.org.nz)  
(The forms are available online on our website [www.elimcambridge.org.nz](http://www.elimcambridge.org.nz) under the heading 'Kids and Youth' - 'School Holiday Program') There are two versions of the forms - PDF to print and write over, or Word Version to complete electronically.
- \* You should expect a response within 24 hours. If this has not happened, please give me a call.

Our updated Payment Terms are fully outlined on the Parent/Caregiver Information Sheet. Please refer to these so that you are aware of what the charges are and what terms will be applied by us. Fees must be paid prior to the programme starting unless you have an agreed payment plan set up with us in advance. Please email Susan Parker at [susan@elimcambridge.org.nz](mailto:susan@elimcambridge.org.nz) to discuss setting up a specific payment plan.

If you have any suggestions or comments regarding our programme, please don't hesitate to contact me.  
Thankyou, we're looking forward to seeing you these holidays!

**Kerin**



✉ Kool Kids  
Cambridge Elim Centre  
8 Wordsworth Street  
Leamington  
Cambridge

☎ (07) 823-3216  
022 415 3323  
@ [kerin@elimcambridge.org.nz](mailto:kerin@elimcambridge.org.nz)  
🌐 [www.cambridge.elim.org.nz](http://www.cambridge.elim.org.nz)  
f Elim Kool Kids

# Kool Kidz

## School Holiday Programme

April  
2024

Join us for fun a filled holiday time at the Kool Kidz School Holiday programme with games, outdoor activities, trips, crafts, baking, dancing, bouncy castles and chill out times with specially themed activities each day.

### April 15<sup>th</sup> - 19<sup>th</sup> (Week 1)

We are starting the holidays with a Carnival theme. There will be lots of fun games, activities and challenges to take part in.

### April 22<sup>nd</sup> - 24<sup>th</sup> & Fri 26<sup>th</sup> (Week 2)

Another fun week with activities and games built around a Dr Seuss theme, along with a trip to the movies.

To register or find out more, contact Kerin at the Elim Office



Kool Kids  
Cambridge Elim Centre  
8 Wordsworth Street  
Leamington  
Cambridge



(07) 823-3216  
022 415 3323



kerin@elimcambridge.org.nz



www.elimcambridge.org.nz



Elim Kool Kids



# PARENT / CAREGIVER INFORMATION

## Welcome to Kool Kidz School Holiday Programme (ages 5 to 13)

April 2024

This Parent/Caregiver Information document is for you to keep. Please read as it contains important information.

### Operating Dates & Hours

- Dates:
  - Week 1: Monday 15<sup>th</sup> April to Friday 19<sup>th</sup> April 2024.
  - Week 2: Monday 22<sup>nd</sup> April to Wednesday 24<sup>th</sup> April, and Friday 26<sup>th</sup> April 2024.
- Hours: A full day is from 7:30 am to 5:30 pm each day.
- Morning Drop-off: Please drop your child off at our Centre (8 Wordsworth Street, Leamington, Cambridge) ideally between 7:30 am and 9:00 am. Please do not drop your child off before 7:30 am as there will be no-one present to supervise them. If a child is going to be late (after 9:00 am) please do give the Supervisor a phone call to let us know.
- Afternoon Pick-up: Please pick up your child before 5:30 pm. Fees are charged when children are not collected by this time (detailed in Payment Terms later in this document).
- We need prior notification from you if you plan to send a different person to pick up your child. If a person arrives to collect your child and we have no knowledge of this person, then we are obliged (for the safety of your child) to keep the child in our care until you have been located for consent.

### Programme

Children participate in organised activities including indoor and outdoor games, sports, crafts, baking, team challenges and free play. We include some limited video game time, only with prior Parent/Caregiver approval. You can follow us on **Elim Kool Kidz** Facebook page.

### Registration & Enrolment

We need **Registration and Enrolment Forms** to be completed in full for each holiday program.

*Registration forms* give us all the information we need to know about your child/ren, including emergency contacts, allergies, medical conditions. Even if your child has attended our programmes previously, it is very important that we have up-to-date information, in the interest of your child's safety and well-being.

*Enrolment Forms* indicate the dates your child/ren are registered for including any trips. Enrolment is finalised only upon completion of the relevant forms and payment of fees in accordance with our Payment Terms.

This information will only be used for the purpose of your child/ren's enrolment and safety during our programme. Information may be accessed by the Ministry of Social Development for auditing purposes.

### Programme Fee

- One of the following two options, depending on how many days your child is booked for:
  - **\$42.00** per child per day.
  - **\$185.00** per child for one full week (Monday to Friday in the same week) (equivalent to a \$25 discount).
- In addition to the base fee above there will be any applicable trip fees for Wednesday trip days. These are set before each holiday programme as the trips differ programme to programme.

- We only accept bookings for full days and not for half or part days; anything less than a full day creates difficulties in arranging adequate staffing supervision.
- Bookings are taken on a first in basis, inclusive completed enrolment and fees paid.
- Family discount: 50% discount applies to the third child in a family attending the same session. This discount does not apply for WINZ subsidised families.
- Terms of Payment are detailed fully later in this document.

### **What to bring**

- Suitable clothing for the day, if sunny provide sun cover clothes (including a hat)
- Sun block protection (Surf Life Saving sunblock is provided)
- Food for morning tea, lunch, and afternoon tea, plus a Drink bottle. If your child has any specific allergies, health or dietary requirements please let us know in the interests of their health and wellbeing.

### **Signing your child in or out**

Please sign your child in and out using our computerised system at the Kool Kidz sign in area. This must happen each day when you drop off or pick up your child and indicates the time your child is dropped off or picked up. This is extremely important as:

- It enables us to know with certainty that there are no missing children.
- OSCAR funding which helps us keep the price down for parents/caregivers, requires we have and keep accurate documentation with these details.

### **Absences**

Once your child is enrolled, we need to be notified by the Parent/Caregiver if they are not going to attend, for whatever reason. Please phone Kerin on 022-415-3323 and leave a message. If we have not been notified and your child does not arrive on site, we will contact you in the first instance. *Your child's safety is paramount to us!*

### **Sick Children**

Please do not send along sick children, as we do not have the facilities to care for them. If a child becomes ill during programme hours, Parent/Caregivers will be called and asked to collect them. If you have any queries or concerns, the Supervisor is available to assist you.

### **Behaviour Management**

We use behaviour management techniques that encourage positive self-esteem. It is our goal to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected. This is done through the use of positive reinforcement and a stimulating and varied programme to ensure against boredom. Every effort will be made to help your child settle into the programme. However, if a child's behaviour is consistently harmful to other children, you will be asked to remove him/her from the programme.

### **Video Games**

From time to time we have video games that we bring out (X-Box & PlayStation). We are very strict on the type of games that we allow to be played by children whilst in our care. We are also aware that families have different

guidelines for their children as to the availability of playing these types of games and we wish to respect those boundaries. Please indicate your preferences on the Registration Form.

### **Policies and Procedures**

Please see the Supervisor if you wish to view our *Policies and Procedures*. It contains detailed information on health and safety, making complaints, employment practices, etc...

### **Complaints**

The programme has a complaints procedure. If you have any problems please approach the Supervisor, or if necessary, Community Trust Board chairman, and they will be happy to assist you. If you wish to report a serious concern, you can contact the Oranga Tamariki at 0508 FAMILY (0508 326 459).

### **Child Safety**

The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the Oranga Tamariki.

### **Emergencies**

Our Staff are trained to deal with emergencies. In the case of a serious accident involving your child the Staff will contact you and call 111. In a civil emergency the Staff will remain at the Centre until all children are collected, unless instructed otherwise by the authorities.

### **Terms of Payment**

#### **❖ Fees**

Payment for your booking must be made in advance. If this is difficult for you please contact us to set up a payment schedule. Payment schedules must be pre-approved with our Administrator (contact [susan@elimcambridge.org.nz](mailto:susan@elimcambridge.org.nz)) and must ensure that the fees are fully paid before the end of the programme.

Fees can be paid via internet banking (see Bank details below) OR paid at Elim Reception by Eftpos. We do not accept credit cards. All fees paid by Eftpos will be receipted and payments will show on the following invoice. We don't accept cash but if this is your only option please talk with us.

Any unpaid fees after two weeks of the final day of the programme will incur a 10% administration fee unless a payment arrangement has been made with the programme management. If fees remain unpaid after three months, a debt collection procedure will be commenced with any costs of such plus the 10% administration fee added to the debt.

WINZ clients please ensure your forms are sent off prior to the programme start date so that your WINZ payments come to us in a timely manner. Please keep a copy of your WINZ forms. WINZ clients are required to pay 50% of the fee in advance when booking. This will be refunded once the WINZ subsidy is received.

As we are a non-profit organization and seek to keep our fees as low as possible, your timely payments are essential to ensure we can continue to provide this service and resource our programme.

❖ **Changes /Absence / Cancellation / Late Pickup**

- a) **Changes:** We require a minimum of seven days' notice before changes to your child's bookings in the School Holiday Programme can be made without charge. Deposits are non-refundable unless seven days' notice is given.
- b) **Cancellation fees:** Full fees apply for a booked session cancelled on the day or where a child does not attend.
- c) **Absence:** Where children are absent due to medical conditions, or for a genuine emergency-based reason, we may consider a fee discount. These will be considered on a case-by-case basis. Please contact the Supervisor to discuss this.
- d) **Late Pickup:** Should your child not be picked up by 5.30pm, a late charge will apply. Up to 15 minutes late the charge is \$10.00 per child. After 5:45 pm, per 15 minutes: \$10.00 for one child; \$15 for two children and \$20 for three or more children.

❖ **Possibility of WINZ Assistance**

WINZ offers a subsidy as a way of assistance to some Parents/Caregivers whose children attend an official OSCAR programme.

- Please contact WINZ directly if you believe you are eligible for a WINZ subsidy for this Holiday Programme or require their forms to make a subsidy application. If you would like some assistance in this process, you are most welcome to come into our Centre office and see Kerin Frost, our Kool Kidz Holiday Programme Supervisor. She can assist you in trying to determine what level of WINZ subsidy you may or may not be eligible for. Please contact Kerin in advance to make an appointment with her. Kool Kidz offers helpful advice but takes no liability or responsibility for final decisions made by WINZ.
- If you do qualify for a WINZ Subsidy, such amount can be deducted from your Programme Fee payable to us. No deposit of 25% is required if your WINZ subsidy is confirmed in writing to us prior to commencement of the programme. If not confirmed in writing, the 25% deposit remains payable.
- The Parent/Caregiver agrees full payment to Kool Kidz is their personal responsibility and commitment. No non-payment will be permitted because WINZ either declines or reduces a subsidy or the subsidy was applied for too late to determine eligibility prior to programme commencement. We therefore strongly encourage any Parent/Caregiver seeking WINZ assistance to take early action (at least 2 to 3 weeks prior to commencement of a holiday programme) to find out their eligibility for any WINZ subsidy.

❖ **Our Bank Account Details:**

The bank account for all Kool Kidz payments is:

Bank: ANZ Branch, Cambridge

Account Name: Cambridge Elim Community Trust

Account Number: **06-0301-0126141-00**

*Particulars:* Parent's full name

*Code:* Invoice number

*Reference:* Child's full name

**We look forward to getting to know you and your child.**

# KOOL KIDZ - REGISTRATION FORM - April 2024

Date: \_\_\_\_\_

Name(s) of your children:

1 \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ M/F

2 \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ M/F

3 \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ M/F

4 \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ M/F

Parent / Caregivers Names: \_\_\_\_\_

Contact Details: a) Home address: \_\_\_\_\_

b) Email address: \_\_\_\_\_

c) Telephone: (Home) \_\_\_\_\_

(Work) (#) \_\_\_\_\_ = (Name) \_\_\_\_\_

(#) \_\_\_\_\_ = (Name) \_\_\_\_\_

(Mob) (#) \_\_\_\_\_ = (Name) \_\_\_\_\_

(#) \_\_\_\_\_ = (Name) \_\_\_\_\_

If there are several contact details, please specify whose number it is above.

Please indicate how you would prefer to be communicated with (circle one): Postal Mail / Email

People authorised to pick up your child:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

People who specifically cannot pick up your child:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**Emergency contacts (cannot be Parent/Caregiver):**

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_

**Children's Doctor:** \_\_\_\_\_

**Clinic telephone:** \_\_\_\_\_

**Doctor's Clinic:** \_\_\_\_\_

**Clinic Address:** \_\_\_\_\_

**Additional information: (The more information we have the better we can care for your child)**

Does your child have any particular health needs we should be aware of? (include allergies)

Is there anything else we should know about in order to take good care your child?

**Video Games activities**

**My preference is that my child** (please circle one)

- a) Does not play at all      b) For not longer than 1 hour per day      c) Happy with your discretion.

**Permissions** (Please circle one)

**I give/do not give** permission for my child to photographed/videoed for the purposes of marketing and advertising.

**I give/do not give** permission for my child to photographed/videoed to be added to Elim Kool Kidz Facebook.

**I give/do not give** permission for my child to photographed/videoed to be added to Elim Kool Kidz Instagram

Signed by Parent/Caregiver: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/2023

**Privacy Act 2020:** The information that you have supplied is necessary for the safe and effective operation of the Holiday Programme. This information may be accessed by the Ministry of Social Development during regular programme audits. You are welcome to review information pertaining to your child's enrolment at any time.



# KOOL KIDZ - ENROLMENT FORM - April 2024

Name(s) of children: (Please complete for each child)

**Child 1** \_\_\_\_\_ **Age** \_\_\_\_\_

<b>Week 1 Monday 15 - Friday 19 April</b>						<b>Cost at</b> \$42/day \$185 full 5 day week Mon-Fri \$8 Cambridge Pools Trip - Wed
<b>Days Required</b> (please tick)	Mon 15 <sup>th</sup>	Tues 16 <sup>th</sup>	Wed 17 <sup>th</sup>	Thur 18 <sup>th</sup>	Fri 19 <sup>th</sup>	\$
<b>Approx Drop off &amp; Pickup Times:</b>						

<b>Week 2 Mon 22 - Wed 24 &amp; Fri 26 April</b> (CLOSED ANZAC DAY Thurs 25 <sup>th</sup> April)						<b>Cost at</b> \$42/day \$20 Tivoli Movies Wed Trip
<b>Days Required</b> (please tick)	Mon 22 <sup>nd</sup>	Tues 23 <sup>rd</sup>	Wed 24 <sup>th</sup>		Fri 26 <sup>th</sup>	\$
<b>Approx Drop off &amp; Pickup Times:</b>						

**Child 2** \_\_\_\_\_ **Age** \_\_\_\_\_

<b>Week 1 Monday 15 - Friday 19 April</b>						<b>Cost at</b> \$42/day \$185 full 5 day week Mon-Fri \$8 Cambridge Pools Trip - Wed
<b>Days Required</b> (please tick)	Mon 15 <sup>th</sup>	Tues 16 <sup>th</sup>	Wed 17 <sup>th</sup>	Thur 18 <sup>th</sup>	Fri 19 <sup>th</sup>	\$
<b>Approx Drop off &amp; Pickup Times:</b>						

<b>Week 2 Mon 22 - Wed 24 &amp; Fri 26 April</b> (CLOSED ANZAC DAY Thurs 25 <sup>th</sup> April)						<b>Cost at</b> \$42/day \$20 Tivoli Movies Wed Trip
<b>Days Required</b> (please tick)	Mon 22 <sup>nd</sup>	Tues 23 <sup>rd</sup>	Wed 24 <sup>th</sup>		Fri 26 <sup>th</sup>	\$
<b>Approx Drop off &amp; Pickup Times:</b>						

**Child 3** \_\_\_\_\_ **Age** \_\_\_\_\_

<b>Week 1 Monday 15 - Friday 19 April</b>						<b>Cost at</b> \$42/day \$185 full 5 day week Mon-Fri \$8 Cambridge Pools Trip - Wed
<b>Days Required</b> (please tick)	Mon 15 <sup>th</sup>	Tues 16 <sup>th</sup>	Wed 17 <sup>th</sup>	Thur 18 <sup>th</sup>	Fri 19 <sup>th</sup>	\$
<b>Approx Drop off &amp; Pickup Times:</b>						

<b>Week 2 Mon 22 - Wed 24 &amp; Fri 26 April</b> (CLOSED ANZAC DAY Thurs 25 <sup>th</sup> April)						<b>Cost at</b> \$42/day \$20 Tivoli Movies Wed Trip
<b>Days Required</b> (please tick)	Mon 22 <sup>nd</sup>	Tues 23 <sup>rd</sup>	Wed 24 <sup>th</sup>		Fri 26 <sup>th</sup>	\$
<b>Approx Drop off &amp; Pickup Times:</b>						

Please note booking will be confirmed when payment is made.

<b>TOTAL FEES</b>	\$
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**Please ensure you have completed the Registration Form with details about your child including emergency contacts.**

If you have any questions about the programme or wish to see a copy of the programme policy prior to signing, please do not hesitate to ask a member of staff.

I/We agree and acknowledge:

- I have read and understand the above information.
- I have read and understand the Parent / Caregiver Information document.
- I accept the Terms of Payment indicated in the Parent / Caregiver Information document.
- I understand that my booking will not be confirmed until payment is made.
- The Supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- All care will be taken to provide supervision of children attending the programme in accordance with programme policy and procedures. I acknowledge however, in signing this form, that neither the staff nor management of the programme will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the programme.
- That we require a minimum of seven days' notice before changes to your child's bookings in the School Holiday Programme can be made without charge.
- All information kept on your child/ren will be secure and confidential. We may be required to share information with government agencies including the New Zealand Police or the Oranga Tamariki in situations where risk arises. These Registration and Enrolment forms may also be viewed for auditing purposes by the Ministry of Social Development.

Name of Parent/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Caregiver: \_\_\_\_\_

**Form continues on next page, please turn over**

# KOOL KIDZ – TRIPS PERMISSION – April 2024

Parents/Caregivers, please sign your permission below.

I give permission for \_\_\_\_\_ to go to the following events:

Please **DO NOT** give your Children **EXTRA SPENDING MONEY**

<input type="checkbox"/> <b>Wednesday 17<sup>th</sup> April 2024</b> Trip: Cambridge Pools Times: 10.00am – 3.00pm Bring: Drink Bottle, sun hat, shoes and socks, warm top, lunch. Extra cost: \$8	<input type="checkbox"/> <b>Wednesday 24<sup>th</sup> April 2024</b> Trip: Tivoli Movie Theatre Times: 10.00am – 2.30pm Bring: Drink Bottle, sun hat, shoes and socks, warm top, lunch. Extra cost: \$20
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I give permission for my child to go on Spontaneous trips to Wordsworth Street Park & Thompson Street Park.

Name of Parent/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_