



Be courageous. Be the best you can... be legendary

After School Programme Information Sheet 2014

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At Legend Kids we're committed to inspiring Nelson kids. We're passionate about connecting kids, getting kids active and encouraging them to find their passions. We aim to grow a life-long love of sport, outdoor recreation and the great outdoors. We provide a warm welcoming environment, heaps of activities and a special place to develop friendships and try new things.

We have a great team of staff who are all passionate about children. Most have completed – or are studying towards - sports or teaching degrees. We also have a few part-time assistants who are in their final years of high school. You will be able to find more out about specific staff on our website soon

Our after-school programme has a strong active focus. If you would like to know how our programme is managed in more detail, please ask to see our policies and procedures manual.

We are Child Youth and Family approved, which means parents who qualify can get Work and Income subsidy. If you are unsure whether you qualify, please ask us for a flyer or check the link on our website.

Programme Operation

Hours

Our after-school programme operates 5 days per week from 3:00pm until 6:00pm during term time, excluding public holidays.

Fees

\$17 per session 3:00-6:00pm and casual bookings including school pick-up and afternoon tea.

\$13 per session (if picked up before 5:00pm) Permanent bookings only.

Notice of absence made at least one week in advance will be charged at 50%/ winz amount otherwise normal charges apply.

School Pick-up

We do school pick-ups from Central, St. Joseph's, and Hampden Street School (other school pick-ups may be arranged on demand). One of our staff members will meet children from each school in a designated area. This will be confirmed upon enrolment.

General Programme Format

Please see the term schedule for details on special activities and events (we usually go on around 2 field trips per term). Our programme includes sports/ physical activity, art and crafts, baking, reading and games.

3:00-3:20 School pick-ups, settle in. Some children will not arrive until around 3:20pm.

3:20-3.45 Afternoon tea, inside activities, free time outside (sports),

3.45-4.00 Homework

4:00-5:00 Organised activity – sport or special activity (as noted in term schedule)

5:00-6:00 Free Play, inside games, sport or special activity continued

Staff

All staff are interviewed, police vetted and referenced before they start working for Legend Kids. Our usual staff:child ratio is 1:8. Often we have higher staff to child ratios particularly when we are swimming. Our minimum ratio onsite is 1:10.

Fees and Bookings Policy

Permanent bookings

Permanent bookings are those confirmed for the whole term or the entire school year. This can be for a full week or for selected days. Fees must be paid in advance or by direct debit each week.

Casual bookings

We aim to cater for families that require flexible care and/or are not able to confirm days for the whole term. Wherever possible please confirm your bookings in advance and not later than Sunday. Casual rate is \$17/ session. You may purchase a casual bookings card (\$170 for 10 visits) or pay weekly online. Cards are valid until the end of the school year and can be shared among siblings. You are welcome to try us out before purchasing a casual bookings card.

On the day bookings

Whenever possible we accept late bookings / one off bookings. We cannot guarantee places will be available. Please text 027 3356904 and check back for a reply. Please call if you do not get a confirmation text.

Non-attendance

Once your child is enrolled we expect him/her to be at the programme unless we have been notified by the parent/caregiver otherwise. If we have not been notified and your child does not arrive, we are obliged to do everything we can to find him/her. In this instance we will use all the contact info you have provided on the enrolment form to track down your child. This can cause long delays and can be very disruptive to other children. Please remember to let us know any absences. For late absences please text 027 335 6904

Late Pick Ups: If you pick your child up after 6pm a late pick up fee of \$5/ 15mins will apply

Payment methods:

Internet banking Direct credit into our ASB account. Please put your family name as a reference when setting up an automatic payment. Account name: Legend Kids Account number: 12-3165-0366565-00

Cheque please make out to “Legend Kids” and post to: Legend Kids, PO BOX 1957, Nelson 7040.

Improvements/ Complaints/ Concerns

If you have any ideas or concerns please raise them with Cathy (Programme Manager). Complaints can be made in writing and/or in person. Please feel free to raise any issues - we are always looking to improve our programmes and find your input valuable.

We look forward to seeing you soon, The Team at Legend Kids