

# PARENTS INFORMATION

*for 5 - 14 year olds*

Welcome to Little Magpies. We have put together this booklet for your information about our programmes and the important things you need to know, we hope it is of benefit to you.



Please leave a message on our answer phone and we will get back to you. If you would like to contact us urgently please phone our administration office, Karen Williams, on 877.5261.

## Contact Information

**Phone:** 877 7350  
**Text:** 027 899 4522  
**Email:** oscar@littlemagpies.co.nz  
**Postal:** PO Box 8644, Havelock North. 4157  
**Location:** 146 Te Mata Rd, Havelock North



**WWW.LITTELMAGPIES.CO.NZ**

# General Information

## Houses

Our Junior House at 144 Te Mata Road, Havelock North is set up for 5-8 year olds  
Our Senior House at 146 Te Mata Road, Havelock North is set up for 8-14 year olds

## Hours

### *During School Term*

Monday to Friday - 7.00am to 8.30am - *Before School Programme*

Monday to Friday - 3.00pm to 6.00pm - *After School Programme*

### *During School Holidays*

Monday to Friday - 7.30am to 6.00pm

## Bookings

Please email [oscar@littlemagpies.co.nz](mailto:oscar@littlemagpies.co.nz) for all bookings.

## Payments

Fees are to be paid upon receipt of your emailed invoice.

## WINZ Subsidies

Forms are available from our OSCAR house. You will be required to pay a portion of your fees in advance until your WINZ subsidy commences. We ask for a verification notice from WINZ that your application is being processed.

## Dropping off & Picking up your child

Please sign your child in and/or out on the Day Sheet each day.

## Late Fee

If you pick up your child after 6.00pm, a fee will be charged. Please ensure you collect your child on time.

## Absences

It is important that you notify us if your child is going to be absent. Please leave a message on our answer phone (877.7350) or text us on (027.899.4522). These are both cleared daily at 2.30pm, during school term time and throughout the day during the school holidays. You will be charged a \$10.00 fee if you do not notify us of your child's absence before 2.30pm during School the School Term.

## Children Illness

We may request parents to keep their child at home if their child has an illness, this is a necessity as all children benefit from these actions. You will always be contacted if your child appears unwell. At the end of this booklet is a list of some common illnesses.

## Medicine

Please ensure all medicine is handed to the Head Supervisor (leaving medicine in children's bags could be disastrous), and that the administering of the medicine is recorded in the medicine book. No medication will be administered without a parent's signature in the medicine book.

## Accident Register

Staff record any accident or injury that may occur. This information includes the date, time, the treatment given and what happened. Please sign the register to confirm that you have seen the register if your child has an accident or injury.

## Programme Rules & Expectations

These are explained to the children when they first start. Our programme expectations are at the back of this booklet.

## Programme Procedures

These are available in booklet form and can be collected from the OSCAR house.

## Staff/Child Ratio

We are licensed for 10 children for our Before School Programme and 55 children for our After School and School Holiday Programmes. Our ratio is one staff member to 10 children while at the Oscar House, one staff member to 8 children while on walks or trips and one staff member to 6 children while swimming.

## Complaints

If you have a concern please feel welcome to discuss this with one of our teachers. A copy of our Complaints Procedure is included in the Procedure Booklet and is displayed in the OSCAR house.

## Our Fees

Programme	Rate Per Child	Family Discount
Before School Care – Hourly	\$6.00	\$5.50
After School Care - Daily	\$16.00	\$15.00
School Holiday Programme - Daily	<i>from \$45.00</i>	<i>from \$42.00</i>
School Holiday Programme - Weekly	\$200.00	\$190.00
Absences	Full Fee	Full Fee
No notification of absence	\$10.00	\$10.00
Late Fee (after 6.00pm)	\$20.00	\$20.00
WINZ Subsidies	Enquire at the Oscar house	No discount for WINZ Families
Early School Closure 12noon – 3.00pm	\$15.00	\$15.00

## Payments

All payments can be deposited by internet banking.

Our bank account no. is **03.0698.0151467.24**

Receipts will be issued on request.

# Our Programmes

## Before School Programme

- Art
- Board Games
- Card Games
- Construction
- Free Play



## After School Programme

- Afternoon tea
- Planned Activities
- Art & Craft
- Board Games
- Card Games
- Construction
- Sport or active group games
- Gardening
- Baking
- Music
- Free Play

## Planned Activities

Available to all children each afternoon, based on the Terms Plan and theme.

## Free Play

Available to all children throughout the day with staff support. Children will be encouraged to participate in planned activities but may choose not to.

## School Collection of Children

### *Te Mata Primary School*

Our staff pick the children up from the school hall and walk them to our OSCAR house on Te Mata Road.

### *Lucknow Primary School*

A van pick up service is provided.

### *Havelock North Primary School*

A van pick up service is provided.

### *Parkvale Primary School*

A van pick up service is provided.



## School Holiday Programme

- Planned Activities
- Trips
- Mosaic Making
- Science Experiments
- Sport & active group games
- Baking
- Art
- Construction Play
- Language/Concept Play
- Free Play
- Walks
- Creative Play

### Planned Activities

These are available to all children each day based on our programme.

### Free Play

Is available to all children throughout the day with staff support. Children will be encouraged to participate in planned activities but may choose not to.

### Trips

We have organised trips away from the OSCAR house and before children are allowed to go on these we need signed permission slips for parental consent.

### IT

We have a no IT policy during our programmes, we believe children need time away from their devices.

### Personal Property

We will endeavour to care for your child's property, but cannot be responsible for any damage or loss



### Bookings & Payments

Once your child's School Holiday booking has been confirmed by our Admin Office, you will be required to pay your fees in full, before the start of the school holidays, to secure your child's space.

### Children are required to bring the following

Morning tea, lunch and adequate clothing for the day. Some activities may require a change of clothing, please make sure your child is prepared for this.

All children are advised to wear a full sandshoe/sneaker each day as we like to go on walks and adventures off site e.g. to the park for a run around.

# EXPECTATIONS

- Always be kind and considerate to everyone.
- No fighting – treat others as you wish to be treated.
- Show respect to yourself and others.
- Make sure all your belongings are packed away in your bag.
- The fence on the property boundary is the children's play boundary.
- No children are allowed outside of the boundary unless accompanied by an adult.
- If someone is hurt or in trouble notify an adult immediately.
- Take care of Little Magpies property.
- Report any hazards or unsafe equipment to a Supervisor.
- Have lots of fun 😊



# Common Illnesses

Parents may be asked to collect their child and keep them at home for the following:

## Diarrhoea

A child that has had 1 to 3 bouts of diarrhoea may be asked not to attend the service. They may return once they have had no diarrhoea for at least 48 hours. Children need to be monitored closely during this time to ensure they do not dehydrate please contact your doctor if you have any concerns.

## Rotavirus Infection

If a confirmed case of rotavirus is diagnosed within the service, then any child that shows similar symptoms may be asked to remain away for a minimum of 5 days. This is to ensure that children do not attend while they are contagious and to stop the spread of infection.

## Vomiting

If a child vomits and the parent cannot guarantee that the child is not contagious the child may be required to stay away for 48 hours from the last bout of vomiting. Children need to be monitored closely during this time to ensure they do not dehydrate, please contact your doctor if you have any concerns.

If there are a number of children with vomiting we may ask a parent to collect their child if they show signs of illness and request them to stay away for 48 hours to stop the spread of infection.

## High Temperatures

Children with high temperatures above 38 °c and other signs may be asked not to attend the service for at least 48 hours or until their temperature is back to normal. Children with high temperatures should be monitored closely during this time, please contact your doctor if you have any concerns.

## Conjunctivitis

Children displaying signs of conjunctivitis may be asked to stay home until their eyes clear up. When they return their eyes must be clear or have the appropriate ointment/drops prescribed by a doctor.

## Head Lice

If a child has Head Lice, they will need to be treated before they can attend the service again. The next time the child attends a staff member may check for live lice, this will help ensure that Head Lice does not spread.

