

# After School Programme—Seaview

## Parents/Caregivers Information Sheet

This document was generated for parents/caregivers whose children attend the Sport Canterbury After School Programme - Seaview

Detailed within this document are important facts and information that parents/caregivers need to be aware of while your child is in our care. Please understand that your child/ren are in very capable hands and safety is of utmost importance to us.

### Facts

- The After School Programme is situated on the school grounds in the Roy Stokes Hall.
- The programme will run from 2.45pm– 5.30pm, Monday-Friday (pick up time is to be no later than 15 minutes after the finish time).
- The cost of the programme is \$50 per week. There are a limited number of daily sessions available for \$10 per session.
- Seaview is a CYFs approved venue for the purpose of OSCAR subsidies.
- Healthy snacks are provided as part of the programme and may include; fruit, snack bars, yoghurt and sandwiches. If your child has any allergies that were not listed on the registration form, please advise the team leader.
- If your child is going to be absent please call Sport Canterbury on 373 5060 that morning to advise them.
- Staff supervising your child are all trained and equipped in teaching KiwiSport. The staff to child ratio is 1:10, staff hold current first aid certificates.
- A Policy & Procedure manual is available at the venue for you to view on request.

### General Information

- For urgent messages concerning your child, please call Julie or Nigel at Sport Canterbury on 373 5060.
- If you have any issues relating to who is allowed to pick up your child, please let the Team Leader and Sport Canterbury know.
- Medical & Health conditions are to be detailed in the registration form. If medicine is to be administered a consent form will need to be signed, and all details supplied.
- Sick children are asked, out of consideration, to be kept at home. If a child falls sick at the venue the Team Leader will assess the situation, and if deemed appropriate will contact parents/caregiver to be collect the child.
- Disciplinary Procedure– Bad behavior will not be accepted on this programme. If the child's behavior is still a problem after warnings from the Team Leader, parents will be contacted to come and collect them. In this situation a refund will not be given.
- Any complaints are to be directed to Julie at Sport Canterbury 373 5060. Complaint Forms are available at the venue. You should speak to the Team Leader at the venue first, should you have an issue.
- Child Safety & Protection is vital and any suspicion of any form of child abuse will be reported to Child Youth & Family.



### Chris Beeby — Team Leader

As the Team Leader, Chris will be responsible for the day to day functioning of the Seaview After School Programme.

Chris brings with him years of experience as an at home dad. He also has experience in coaching Martial Arts and school administration.



### Leanne Young — Assistant Supervisor

Leanne, a mother of three, has had a number of years experience working with children in her position as a teacher aid at primary school and at pre school levels.

Leanne enjoys working with children and has been described as having a bubbly personality, and is a great motivator



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QEII Sport House  
QEII Park  
Travis Road  
P O Box 2606  
CHRISTCHURCH  
Phone: 373 5060  
Fax: 387 0284

We look forward to seeing your child at the After School Programme.