



Information Booklet





LOCATION

3PM After School Care & Holiday Program
Located at
The Meadows Church Facility
1 Realm Drive,
Paraparaumu

For enquiries please phone:
(04) 297-3516 or 0211249573

Email: 3pm@meadows.org.nz
Web: www.3pm.co.nz

ABOUT US

3pm After School Care was established February 2005 to provide an after school care specialising in primary age children. Separately administered and run, it is part of The Meadows Church.

- We
- provide quality, age appropriate (primary years 1 to 8) after school and holiday childcare that supports families and community.
 - offer a caring environment that allows children to be relaxed, secure and happy.
 - are an approved OSCAR service.
 - have policies and practices that reflect our commitment to Christian beliefs, values & principles
 - judge our integrity and ethics on “so in everything, do to others what you would have them do you” (Matthew 7:12 NIV)
 - comply with all relevant legislation

At 3PM you are not just
babysitting our kids. I can't
take my kids away for holidays,
but at 3PM my kids have so many
incredible trips and creative
experiences. Thank you.

He really loves coming.
Thanks for all you are doing for him.

I have peace of mind
going to work knowing
my children are well
looked after and having a
good time.

3PM
Electra Business Awards
2007 Finalist

Winner of best business in
community service 2007

Runner up for
emerging business
of the year 2007

COMMENTS FROM 3PM FAMILIES 2007 / 2008

My kids talk about the 3PM holiday program all through the term. They can't wait until the next school holidays.

**Thank you so much 3PM Staff.
My children are very happy there.
They love the food, the stories and
the outside activities. They say you
all play with them which is really nice.
(April 2008)**

I was amazed at the quality of the craft my kids did at 3PM. To have professional artists coming in to work with the children is outstanding!

My kids love it at 3PM
They have settled in very
quickly and are verry happy.



GENERAL

3PM's whole focus is care for primary school aged children, this means our facilities, toys, games and creative programs are all age appropriate.

Christian Teaching

At after noon tea time we do a short (5 minute) devotion with the children from the bible. This is always age appropriate life application teaching on basic Christian principals such as respect, honesty, kindness and relationships. Devotions are fun and contemporary. Kids love them.

PEACE OF MIND—an assurance of Quality & Safety

We are an approved 'OSCAR' & 'Child, Youth & family' program. 'Out of School Care And Recreation' provides standards for after school care for 5 to 13 year olds. It provides support via operating systems, policies and an approval process through Department of Child, Youth & Family (CYF). Approvals are checked annually. All personnel are Police checked.

3PM AFTER SCHOOL CARE

3PM does not operate on a drop in basis—all children are required to be pre-enrolled. We do take casual bookings on a daily basis.

HOURS Monday - Friday, 3-6pm. (6.30pm by arrangement)

Programs are provided for early pickups on days schools finish early, and teacher only days. (see over page for fees)

AFTERNOON TEA—a generous afternoon tea is provided.

FREE MUSIC LESSONS AVAILABLE -small group guitar and recorder lessons are available with a trained music teacher at 3PM 2 days per week.

SPORTS & CRAFT We have a qualified school PE teacher on staff who will assist children with a wide range of sports skills. We also offer children a wide range of craft and art experiences including visiting community artists

AFTER SCHOOL ACTIVITY DROP OFFS Children can be dropped off to sports, swimming, dance practices etc while at 3PM. Service is drop off only, we do not collect them again afterwards. \$5.20 charge. Service available for children booked in 3 days or more after school.

3PM HOLIDAY PROGRAM

COLLECTION FROM SCHOOL

Children are collected from outside the school office by an authorised person in either a 3PM van or a private vehicle. (the collector will have a 3PM name badge and the vehicle will have an “Official” sign.) 3PM services all schools in Paraparaumu, Raumati and Waikanae.

FEES

Enrolment/registration one off fee - \$21.00 per family

Daily fee - \$20.50 per child

Casual attendance fee— \$22.50 per child

After School Trip Fee \$5.50

2PM School Finish \$5.50 + ASC care fee

12 or 12.30PM School Finish \$8.00 + ASC care fee

Teacher only day—all day care \$51.00

Sck days— full attendance price will be charged. If we are notified one week in advance no fees will be incurred (e.g. upcoming operation etc.)

Non-notified absence days - pay full fee.

Eligibility for WINZ subsidies must be advised in advance.

Payment may be made in the following ways:

1/ cheque/cash/eftpos to the 3PM office

2/ automatic bank payment or internet banking (forms & bank account no's available at 3PM office)

3/ Fees are due to be paid in full upon receipt of invoice. Invoices are issued weekly. We encourage people to set up a weekly or fortnightly automatic payment for ease of budgeting .

3PM does not operate on a drop in basis - all children are required to be pre-enrolled. Enrolment priority is given to children attending the after school program.

HOURS

Full day - 7am - 6pm (this applies to all children collected after 1.30pm) Half day - 7am - 1.30pm

LUNCHES & TEAS

Morning & afternoon teas are provided, each child is expected to bring their own lunch.

TERM HOLIDAYS

See www.minedu.govt.nz

FEES Winz Subsidies are available.

1 Full Day \$51 2 Full Days \$102 3 Full Days \$133

4 Full Days \$164 5 Full Days \$184

1 1/2 Day \$26 2 1/2 Days \$51 3 1/2 Days \$77

4 1/2 Days \$97 5 1/2 Days \$123

Hours Rate = \$5.20

Trip fees: are in addition to the daily care fee.

Cancellation fee: Full fees will be incurred unless we are notified one week in advance of an impending absence. Trip money will be fully refunded (if applicable).

Payment Policy: Payment is due in full at the beginning of each week of the holiday program. WINZ customers must be approved by WINZ before care commences and are required to pay trip fees in full at the beginning of each week.

DISCIPLINE

The welfare and interest of the children and their families is our first and paramount consideration. We will treat each child with respect tailoring discipline to meet the need of the child in a caring and loving way. We choose to offer children a positive parenting approach which includes some firm boundaries. As a last resort children will be given "Time Out" in an appropriate place (e.g. at a craft table or on a chair) under supervision of staff at all times. Children are not physically punished, disciplined or treated in a way that is degrading, humiliating or causes fear or anxiety.

The safety and well being of all children will always be paramount. If a child jeopardizes the safety or well being of another or the whole group then they will be asked to leave the Centre.

CARE GUIDELINES

Respect Authority and Age

- Use manners (Thank You, Please, Excuse me).
- Address adults by Mr. or Mrs. unless otherwise advised.
- Listen when you are supposed to (don't call out or interrupt).
- Always stay within eyesight (no-one out of bounds).

Respect Each Other

- Speak nicely to each other.
- Include others in your games.
- No physical pushing or hurting.
- No games such as "Ball tag" or rough play.

Respect Property

- Use equipment properly.
- If you break something or lose anything, be honest and report it immediately.
- Do not be rough with the 3PM equipment.
- No kicking balls high so that they go out of bounds or near windows.

Transport Rules

Children are collected from the School Office by an authorised 3PM pick up person wearing an official 3PM badge.

- Quiet sensible behaviour is required in the van so that the driver can concentrate, all children wear seatbelts.

If your account is more than 4 weeks overdue, 3PM care will be placed on hold until the account is paid in full. If no payment arrangements are made we will pass the account on to a Debt Collection Agency.

One weeks notice is required before withdrawing your child from the centre or for any changes where fees will not be incurred e.g. going away on holiday.

Payment Policy:

WINZ customers must be approved by WINZ before care commences.

3PM BEFORE SCHOOL CARE

This service supports families who have to travel into Wellington, and for shift workers, such as nurses etc.

The centre will be open from 7am. Children will be dropped off at all schools from 8.30am onwards. A wholesome breakfast will be available as an option for children to have at the centre and an optional lunch-making service will also be available - with 3 healthy varieties to choose from - the advantage being that parents will be billed at the end of each week, helping to eliminate the hassle of finding lunch money in the morning.

FEES

\$11.00 per day

\$12.50 Casual Before School Care Fee

MEALS

Breakfast: \$3.70 per day (optional)

Lunch: \$5.70 per day (optional)

POLICIES ETC

All Policy is available to read at the 3PM office. All policies and procedures have been approved by OSCAR and CYF's and meet their guidelines and standards.

OPERATION DETAILS

The children will be pre-enrolled. The Centre does not operate on a drop-in basis. A minimum of two adults are always involved in providing care during the time that the service is operating, with 3 staff normally on duty. A 1:10 adult to child ratio exists within the centre and a 1:8 ratio for out of centre excursions.

COMMUNICATION

We welcome individual and on-going communication from you regarding your child. We will communicate on a regular basis with you on your child's care details e.g. homework, behaviour etc. We require to be notified as soon as possible of any changes in family circumstances that may affect our contact with you (e.g. address, phone number, custody arrangements).

PROCEDURES

If a child is sick...

A parent must inform us prior to 1.30pm that their child will not be attending in the afternoon. If a child becomes sick whilst in our care we will contact parents or family emergency contact people. We have a bed available. Parents will be contacted if any medication needs to be administered e.g. Liquid panadol etc.

If a child becomes sick at school and is then picked up from school...

The person picking up the child from school must inform us that the child will not be attending that afternoon.

If a child is not at the pick up point at their school.....

The collection point for 3PM children is at the school office. If for any reason 3PM staff are running late they will contact the school office prior to 3.00pm.

If a child is booked in with 3PM to be collected from school but is not at the collection area the following procedures will take place. The 3PM pick up person will ask at the school office if there is any reason why the child is not there and if they know where the child is. They will then check if the child is in their classroom, and will liaise with their teacher. The 3PM pick up person will phone the child's parents and the Centre Supervisor. They will then leave the school and return to the Centre. On arrival at the Centre each child will be ticked off on the roll. If we are unable to contact parents we will then contact the families emergency contact people. We will also liaise again with the school. Our final step if we have been unable to locate the child through the above contacts will be to contact the Police.

If a child has a serious accident or is sick at the Centre...

First aid will be administered by the staff.

Every effort will be made to contact the parent or emergency family contact persons. Emergency aid will be sought if necessary. Parents may be asked to come and collect their child if their child is sick.

When picking up your child...

Only authorised people may pick up your child. The staff must be kept informed as to the authorised people you have nominated. Before any child leaves you must sign the attendance book and inform the staff that you have picked up your child.

Any out of Centre excursions during your child's after school care will be communicated in advance to parents and signed permission will be requested.

Emergency policies and procedures in the event of a fire or earthquake are clearly displayed in the room. Staff are trained in fire and earthquake drills and in other emergency procedures.

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