



YMCA GREATER WELLINGTON

# Parent Information

Children's Services 2019

**We build strong kids, strong families and strong communities**

**Our programmes are funded with the support of the Ministry of Social Development (MSD).**



Follow the fun we're having:  
**@ymcawellingtony-kids**

**WITH YMCA Y-KIDS PROGRAMMES**

# Keep your kids active with our Y-Kids programmes

Welcome to Children’s Services at the Y. Our programmes are designed to meet the needs of children in their out of school hours.

We provide a fun, safe and stimulating environment for your child to relax before & after school and during the school holidays.

Bookings are essential for our programmes, which offer a variety of activities including child-centred play options, structured activities and active play.

<b>YMCA Greater Wellington Centres</b>			
<b>Belmont School</b> 027 717 0922	<ul style="list-style-type: none"> <li>• ASC</li> <li>• HP</li> </ul>	<b>Silverstream School</b> 027 244 2608	<ul style="list-style-type: none"> <li>• BSC</li> <li>• ASC</li> <li>• HP</li> </ul>
<b>Cashmere Ave School</b> 027 702 5843	<ul style="list-style-type: none"> <li>• BSC</li> <li>• ASC</li> </ul>	<b>Trentham School</b> 027 704 7093	<ul style="list-style-type: none"> <li>• BSC</li> <li>• ASC</li> </ul>
<b>Crofton Downs School</b> 027 839 4783	<ul style="list-style-type: none"> <li>• ASC</li> </ul>	<b>Upper Hutt School</b> 020 402 31202	<ul style="list-style-type: none"> <li>• BSC</li> <li>• HP</li> <li>• ASC</li> </ul>
<b>Khandallah School</b> 027 839 5370	<ul style="list-style-type: none"> <li>• BSC</li> <li>• ASC</li> <li>• HP</li> </ul>	<b>Te Aro School</b> 027 703 5705	<ul style="list-style-type: none"> <li>• ASC</li> </ul>
<b>Mount Cook School</b> 027 782 0794	<ul style="list-style-type: none"> <li>• ASC</li> <li>• HP</li> </ul>	<b>Titahi Bay School</b> 021 082 99256	<ul style="list-style-type: none"> <li>• ASC</li> <li>• HP</li> </ul>
<b>Raroa Intermediate</b> 027 335 0183	<ul style="list-style-type: none"> <li>• ASC</li> <li>• HP</li> </ul>		
<b>YMCA Support Office: 04 568 3252.</b>			
<b>In an emergency:</b> We may use our Facebook page <a href="#">@ymcawellingtony-kids</a> to keep you updated if other communication channels are overloaded.			

## Our philosophy

The Y is a values based organisation. Our values are honesty, responsibility, respect and caring. These values drive our programme content, how we manage behaviour, and the way that we interact with participants, their whanau and staff.

Our programmes aim to develop, foster and support positive relationships with families and communities by providing strong values based programmes that support our local communities.

## Holiday Programmes

Our school holiday programmes offer a range of themed in-house days and excursions to places around Wellington.

Each day starts at 7:30am ( 7am at Upper Hutt) and finishes at 6pm for one set cost.

Please ensure that children are onsite by 8.30am.

Keep an eye out for our early bird discount for the holiday programme

## Before & After School Care

We believe it's important for before & after school care centres to have a clear and consistent structure each day to provide stability for all kids, parents and staff.

Below is a guide of a typical daily structure. Structures differ between centres to ensure a suitable fit for children and the culture.

### **Before School Care - Centre opens at 7.30am\***

A variety of free-play and child-centred activities are facilitated by staff.

#### **8.25am - Roll call**

Children are called in for a roll call and get ready to head to class at 8.30am.

#### **After School Care - Centre opens at 3.00pm**

Children arrive from class and get their name signed off of the roll.

#### **3.15pm - Circle time**

Children are called in for a roll call. The group chats about the day and what activities are on for the afternoon. It is an opportunity for topics and news to be shared.

#### **3.25pm - Afternoon tea**

#### **4.00pm - Daily activities start**

Daily activities run alongside child-led activities and free-play that our staff facilitate. Children decide how they want to spend their afternoon from 4.00pm. Daily activities can include cooking, art, craft, science, cultural activities, sports, drama, dance and more. Staff plan according to the feedback and interests of children on our programmes.

#### **6.00pm**

Everyone has been picked up and the centre is clean, tidy and packed away ready for the next day.

\* Before school care starts at 7.00am at Trentham School and Upper Hutt School.

## Fees

Type	Per Child	What it means
<b>Sick Fee - School term</b>	\$6.00	Child is absent from school due to illness. Reported to centre manager by 11.00am.
<b>Sick Fee - School holidays</b>	\$20.00	Child is absent from programme due to illness. Reported to centre manager by 8.30am.
<b>Late pick up fee</b>	\$20.00 +	\$20.00 for the first 15 minutes, then \$1.00 for every minute thereafter per child.
<b>Casual session</b>	Normal session plus \$5.00 fee	Applicable to any booking that is less than two full working days' notice. More than two working days' notice will incur the normal session fee.
<b>School term - Early closure fee</b>	\$6.00 per hour	This fee is charged up until 3.00pm when school closes early. The normal fee is charged between 3.00pm - 6.00pm.
<b>Phone fee</b>	\$5.00	You may be charged for a phone fee if a staff member needs to contact you. This is in addition to your standard fees.

## Cancellation fees

<b>No charge</b>	Cancellations must be made 7 full calendar days prior. E.g: Monday cancellation must be made by the Sunday of the previous week.
<b>Full charge</b>	Cancellations made less than 7 full calendar days prior incur the full fee.

## WINZ subsidies

Subsidies are available from Work and Income for our MSD approved programmes. Phone WINZ on 0800 559 009 for more information.

## Book online today

To book online, visit [ymcawellington.org.nz](http://ymcawellington.org.nz) and look for Y-Kids Programmes under the Programmes & Services section.

In addition to booking online, you can also find our policies & procedures, booking information, manual registration forms and terms & conditions.

**We look forward to seeing you soon**