

DOMINION ROAD
SCHOOL



OUT OF SCHOOL CARE
PROGRAMME

Dominion Road School

Mission Statement

TO VALUE MYSELF, OTHERS AND
LEARNING



OUT OF SCHOOL CARE

Our Out of School Care programme operates each day of the school terms from 7am to 8.30am in the mornings and 3.00pm to 6.00pm. We do not open on public holidays or in the school holidays.

Our philosophy is to provide a safe and stimulating programme/environment, which caters to children's different ages, gender and cultural backgrounds.

The safety of the children is of paramount consideration during programme provision.

We aim to provide a home environment within the Out of School Care Programme i.e. children will have afternoon tea, opportunity to do their homework, interact with others, play games etc.

Currently the programme takes place in Room 11, and attendees go straight there after school. An attendance register is taken by Out of School Care staff and parents / caregivers sign children "out" when they are collected.

Out of School Care Contacts

For any enquiries please contact our school office on:

Phone: 621 0155

Fax: 631 0390

Email: office@dominionrd.school.nz

After hours contact number Ext 707



Staff:

Valeriya Tkacheva – Supervisor (Monday - Friday)

Amy Graham – Assistant (Tuesday - Friday)

Analisa Leupolu – Assistant (Monday - Friday)

Ning Evans – Assistant (Monday)

Syamala Chegudi – Before School Care Assistant

Cho Aung – Before School Care Assistant

Out of School Care Charges



Afternoon Charges:

- | | |
|------------------------|---------------------------|
| ❖ 1 child attending | \$10.00 per child per day |
| ❖ 2 children attending | \$9.50 per child per day |
| ❖ 3 children attending | \$9.00 per child per day |

Morning Charges:

- | | |
|------------------------|--------------------------|
| ❖ 1 child attending | \$5.00 per child per day |
| ❖ 2 children attending | \$4.50 per child per day |
| ❖ 3 children attending | \$4.00 per child per day |



LATE FEE:

There is a late fee of \$1.00 per minute after 6.00pm. This is strictly enforced

Out of School Care Enrolment Procedure

Please collect an enrolment form from the Dominion Road School Office.

Children must be booked in ahead of time. If your child will not be attending on a specific day please notify Out of School Care by **9.15am each and every morning or the full fee will apply**. This can be done by telephoning the school office. Children attending on a casual basis **must notify the school office by 9.15am**. We cannot guarantee a place for your child after this time. Parents who change their mind about using Out of School Care when their child is booked in will still pay the full fee if they have not advised the Out of School Care by 9.15am of that day.

Signing out

You may collect your child/ren any time before 6.00pm. We require parents /caregivers to sign out children when they collect them to ensure safety. If your child is going to be collected by someone else, please advise us!



OUT OF SCHOOL CARE Rules

So that everyone can feel safe and enjoy their time at Out of School Care, we need a set of rules, which show co-operation and respect for others.

We will:

- Stay where an adult can see us at all times.
- Look after school property, buildings, sports gear, games and our own things.
- Treat other people with consideration.
- Play safely and sensibly.



We will not:

- Hit, push, kick or hurt other people.
- Use bad language.
- Run or use sports gear inside.

