



School

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# After School Care Agreement

Between Big Rock Primary School Board of Trustees and the Parent/Guardian

This agreement outlines the responsibilities of the school and the expectations of families whose children attend After School Care (ASC).

## 1. Our Aim

After School Care provides a safe, caring, and meaningful environment where children:

- Are supervised appropriately
- Receive afternoon tea
- Have time and support to complete homework
- Participate in engaging activities, games, and reading

## 2. Our Commitments

The school will:

- Provide appropriate supervision in a safe environment
- Provide afternoon tea suitable for cultural and dietary needs
- Keep fees fair and in line with similar providers
- Allow time and support for homework
- Provide meaningful activities and resources
- Address concerns promptly through the Principal
- Escalate ongoing concerns to the Board of Trustees in line with the school's Concerns and Complaints Policy

### **3. Booking and Attendance Requirements**

- A completed ASC Registration Form (including contact and health details) is required before attendance.
- Bookings must be made by a parent/guardian at least 24 hours in advance.
- Same-day bookings are not guaranteed.
- Cancellations must be made by 1:30pm on the day to avoid charges (minimum charge of 1 hour per child).
- If your child is absent from school, you must cancel ASC separately. The school does not pass this information to ASC.
- Children cannot book themselves in. Legally adults/parents/guardians must book in their own child (or child in their care).
- Bookings must be made directly through ASC:
  - Phone: 021 082 50863
  - Email: [asc@bigrock.school.nz](mailto:asc@bigrock.school.nz)  
(Please do not book through the school office or Principal.)
- An estimated pick-up time must be provided at booking.

Children who are not booked in will not be permitted to attend, except in genuine emergencies (e.g. family emergency, vehicle breakdown, unexpected work commitment).

All of the above requirements are crucial to make sure we have enough staff, food, and activities available for the comfort and safety of all children attending.

### **4. Pick-Up Procedures**

- All children must be signed out by a parent/caregiver aged 16 years or older.
- If someone different is collecting your child, the ASC Supervisor must be notified in advance.
- All children must be collected by 6:00pm.
- Late pick-ups will incur a charge of \$15 per 15 minutes (or part thereof) after 6:00pm.

### **5. Behaviour Expectations**

A high standard of behaviour is required.

Unacceptable behaviour includes:

- Not following supervisor instructions
- Defiance toward staff
- Aggressive or violent behaviour (e.g. hitting, kicking)
- Name calling, swearing, or put-downs
- Verbal threats

## 6. Behaviour Management Process

If unacceptable behaviour occurs:

### First Incident

- Parents informed at pick-up
- Recorded in the ASC Incident Book

### Second Incident

- Parents informed
- Report submitted to the Principal and Board Chair

### Third Incident

- Report submitted
- ASC Sub-Committee meets to determine next steps

Possible outcomes may include:

- Removal from ASC
- Temporary stand-down
- Immediate return with conditions

Signed:

\_\_\_\_\_

Date

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Parent/Guardian

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School Representative

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Name of Parent/Guardian

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Name of School Representative

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Child/rens first names

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Position at Big Rock Primary