



# WELCOME



## Welcome to Kelly Club!

*Three Kings School*

We're excited to have you join our Kelly Club family! Our number one goal is making your child feel at home. We'll get to know your child and what they like to do so we can make sure they have the best possible time at Kelly Club. You can help us out by completing the About Me profile on the last page of this booklet. The information in this booklet will help you and your child know what to expect from your time at Kelly Club. If there's anything else you'd like to know, come and see us, we'd love to have a chat!

### GETTING TO KELLY CLUB

Kelly Club is located at **944 Mt Eden Road, Mt Roskill**. If you feel your child needs to be collected from their classroom by a staff member for the first 2 weeks at our after-school programme, let us know and we can arrange this. Otherwise, your child will make their own way to Kelly Club where they will be signed in by a staff member.

### A TYPICAL DAY AT KELLY CLUB

Every week at Kelly Club we have activities based on a different theme with a different type of activity each day (Cooking, Arts & Crafts, Games, Sport, or Discovery). At before-school care, kids play a game to get energised and ease into the school day! At after-school care we have afternoon tea, play a game, do our main activity of the day, play with friends, and do our homework!

### OUR ACTIVITIES

We vary our activities day-to-day to keep kids engaged, give them opportunities to try new things, and develop a range of skills.



#### Cooking

Cooking and baking get children thinking about balanced eating as well as practising science, maths, and reading skills.



#### Arts & Crafts

Arts and crafts get creative juices flowing and help kids practise fine motor skills while they express themselves.



#### Games

Games get kids' bodies and minds moving while they practise life long skills like listening, understanding instructions, and following rules.



#### Discovery

Discovery activities let kids direct their learning to explore culture, science, language, nature, and so much more.



#### Sport

Getting active is good for kids' brains as well as their bodies. It also teaches them about teamwork and fair play.



THREE KINGS SCHOOL



944 Mt Eden Road, Mt Roskill

## Here's an example of what our Weekly Activities Plan might look like:

		<b>THEME: What Dreams Are Made Of</b> Term 1 Week 2, 7 February 2022				Weekly Activities Plan Kelly Club Three Kings	
		Tuesday	Wednesday	Thursday	Friday		
7:00 - 8:15 am		Cup Towers & Structured Free Time	Craft Sample & Structured Free Time	Origami & Structured Free Time	Craft Sample & Structured Free Time		
8:15 - 8:30 am		Game: Noodle Tag	Game: Rob the Nest	Game: Staff Choice	Game: Waky Relays		
3:00 - 3:10 pm		Sign In & Structured Free Time	Sign In & Structured Free Time	Sign In & Structured Free Time	Sign In & Structured Free Time		
3:10 - 3:30 pm		Intro & Afternoon Tea Sammies & Fruit	Intro & Afternoon Tea Sausage Rolls & Fruit	Intro & Afternoon Tea Cheese &/or Jam Sammies & Fruit	Intro & Afternoon Tea Fruit Kebabs		
3:30 - 3:45 pm		Game: Infinity Tag	Game: Octopus	Game: Handball	Game: Dodgeball		
3:45 - 4:30 pm		<b>GAME</b> Am I Dreaming? 	<b>CRAFT</b> Dream Catchers 	<b>DISCOVERY</b> Dream Jars 	<b>SPORT</b> Cricket Dream 		
		Tidy Up	Tidy Up	Tidy Up	Tidy Up		
4:30 - 4:35 pm		Snack Time Vege Crisps	Snack Time Raisins	Snack Time Fruit Bars	Snack Time Crackers		
4:50 - 5:15 pm		Homework & Quiet Time	Homework & Quiet Time	Homework & Quiet Time	Homework & Quiet Time		
5:15 - 6:00 pm		Game: Catch the Dragon Tail & Projects	Game: Caterpillar Race & Projects	Game: Cloud Hopping & Projects	Game: Coin Rugby & Projects		

E: [threekings@kellyclub.co.nz](mailto:threekings@kellyclub.co.nz)

[kellyclub.co.nz/three-kings](http://kellyclub.co.nz/three-kings)

P: 022 035 4647

### SIGNING YOUR CHILD IN & OUT

Your child must be signed in and out of every session by an authorised adult so we can make sure they're safe and accounted for. You will find a Sign In and Out Sheet on the table at the venue entrance along with information like our Policies and Procedures and Weekly Activities Plan.

Please make sure you list the details of all of the adults authorised to pick your child up in your profile on our website. We will not allow your child to go home with anyone who is not on this list without first asking you for authorisation.

At before-school care, we ask that you sign beside your child's name and note the time they arrived. We will sign them out when the school day begins. At after-school care, we will sign your child in when they arrive. When you pick your child up at the end of the day, note your signature and the time beside their name.

### ABSENCES & SICKNESS

Please let us know if your child is sick or will be absent from a session by 6:00pm the night before for before-school care and 12:00pm on the day for after-school sessions to avoid a charge.

It's also important that you keep your contact details and emergency contact details up-to-date in your online profile so we can get hold of you if your child does not arrive at their booked session.

### VISITORS

If you will be at the programme for more than 5 minutes (including when picking up your child), please fill out the Visitor Sign In Form. This helps us keep track of who is at the programme in case of an emergency.

### DEVICES

Devices are only allowed at our programme when needed for completing homework.





## MEDICATION & IMPORTANT INFORMATION

Let us know if your child needs to take medication during our programme. We will ask you to fill out a Medication Consent Form to ensure your child gets the right dosage at the right times. Please also keep important information about your child, (allergies and behavioural or medical needs, etc.) updated through your profile on our website.

## PHOTO CONSENT

When you register online we ask for consent to take photos of your child at Kelly Club so we can share them with you on Facebook, or put photos up at our venue. You can choose whether we can take photos of your child by updating this information in your online profile.

## BATHROOMS

Venue bathrooms are for Kelly Club Children only while the programme is operating.

## BOOKINGS & CANCELLATIONS

The best way to book is online at:

[kellyclub.co.nz/three-kings](http://kellyclub.co.nz/three-kings)

You can also edit bookings (excluding for the next day) online at any time.

Online bookings close at 6:00pm the night before a session. To avoid a charge, cancel bookings by 6:00pm the night before for before-school care and by 12:00pm on the day for after-school care. To edit bookings for the same or next day after these cut-off times, please call or text the venue phone.

## PAYMENTS & INVOICES

We understand that life can be busy and things change. This is why you only pay for the care you use. You will receive an invoice by email the following week. Payment is due on receipt of your invoice, and you can pay by credit card or bank transfer.

## OSCAR SUBSIDIES

If you qualify for an OSCAR subsidy, you can put it towards the cost of your Kelly Club care. Ensure your online bookings are up-to-date and bring a Work and Income Form to the venue so we can complete the provider section. Get in touch with your Work and Income Office to see if you qualify.

## CONTACT US

[kellyclub.co.nz/three-kings](http://kellyclub.co.nz/three-kings)

**Contact:** Catherine Sung

**Email:** [threekings@kellyclub.co.nz](mailto:threekings@kellyclub.co.nz)

**Phone:** 022 035 4647

**Facebook:** @KellyClubThreeKings

**Address:** 944 Mt Eden Road, Mt Roskill

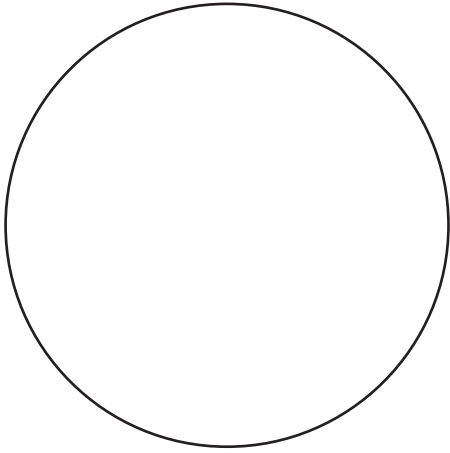




# ABOUT ME

We know that the first step to building a positive relationship with your child is getting to know your child as well as we can. Fill out this page together to help us get to know you!

**Draw a picture of yourself.**



**Name:** \_\_\_\_\_

**Age:** \_\_\_\_\_ **Room:** \_\_\_\_\_

**I am good at:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**I want to get better at:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Three things I like are:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Three things I don't like are:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Use this space to draw or tell us about some of the things that are important to you. It could be your pets, family members, a special place you like to go, a club you belong to, a favourite hobby or something else you love!**

**Is there anything you want us to know about you?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ask your parents or caregivers to fill out this box if there's anything they'd like to tell us:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_