



# WELCOME TO

## Takapuna Primary School



Programme  
Information Guide

# WHAT YOU'LL FIND IN THIS WELCOME GUIDE

Welcome to Kelly Club	Page 3
How to contact us	Page 3
A day at Kelly Club	Page 4
Termly Theme Planner	Page 5
Weekly Activity Planner	Page 5
Getting to Kelly Club	Page 6
Signing your child in and out	Page 6
Programme Coordinator	Page 7
Our awesome staff	Page 7
Staff responsibilities	Page 7
Enrolment process	Page 8
OSCAR subsidies	Page 8
Making or editing a booking	Pages 8-9
Important information	Pages 10-11
Additional information	Page 12



# WELCOME TO YOUR KIDS' HOME AWAY FROM HOME!

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** and bringing it with you on your first day. Go to [kellyclub.co.nz/about-me](http://kellyclub.co.nz/about-me) to download. We will also have copies on the sign in/out desk, if you wish to fill it out at the venue.

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 see us, we'd love to have a chat!



The image shows a form titled 'KELLY CLUB ABOUT ME'. It is designed for parents to fill out to help staff get to know their child. The form includes sections for: 'Draw a picture of yourself' (with a large circle for a drawing), 'Name', 'Age', 'Home phone', 'I want to get better at...', 'How things I like are', 'How things I don't like are', 'Ask the sign-in desk to fill out parent areas of this page. Put an 'X' in the boxes to see if you'd like your child to participate in...', 'Is there anything you want us to know about your child?', and 'Are your parents or carers OK with the club? If there's anything they'd like to tell us...'. There are checkboxes and lines for text in each section.

## HOW TO CONTACT US

- Website:** [kellyclub.co.nz/takapuna](http://kellyclub.co.nz/takapuna)  
**Contact:** Macy Jay  
**Email:** [takapuna@kellyclub.co.nz](mailto:takapuna@kellyclub.co.nz)  
**Phone:** 021 242 5721  
**Facebook:** @KellyClubTakapuna  
**Address:** 23 Auburn Street, Takapuna



# A 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).

We vary our activities day-to-day to keep kids engaged, give them opportunities to try new things, and develop a range of skills. We encourage kids to participate, while providing options for playing fun games, quiet play and creativity.



**Cooking** – Cooking and baking get kids thinking about balanced eating as well as practicing science, maths, and reading skills.



**Arts & Crafts** – Arts and crafts get creativity flowing and help kids practice fine motor skills while they express themselves.



**Games** – Games get kids' bodies and minds moving while they practice 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.



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

KELLY CLUB		TERM 4		Weekly Theme Planner	
		14 October - 20 December		Kelly Club XXXXX	
Wk 1 14 Oct	When I Grow Up		Learn about all sorts of jobs and dream about your future!		
Wk 2 21 Oct	Mind, Body, Soul		It's time to stop, take a breath and focus on the here and now.		
Wk 3 28 Oct	Scary & Spooky		All things spooky, messy and fun this Halloween!		
Wk 4 4 Nov	Cartoons & Comics		Step into a cartoon world full of your favourite characters.		
Wk 5 11 Nov	Wheels Week		Get ready for some wheels good fun at Kelly Club this week.		
Wk 6 18 Nov	Kids Choice		It's up to you what we do at Kelly Club this week.		
Wk 7 25 Nov	Crafty Kids		Get creative and make some clever creations.		
Wk 8 2 Dec	Take Flight		Feeling invincible? Learn about flight and aerodynamics!		
Wk 9 9 Dec	Christmas is Coming!		Celebrate a sunny summer Christmas at Kelly Club.		
Wk 10 16 Dec	Staff Choice		The staff have got you covered with a week filled with their favourite activities.		

E: xxxxxx@kellyclub.co.nz P: xxx xxx xxxx

# OUR TERMLY THEME PLANNER

The Termly Theme Planner breaks down what fun themes we have planned throughout each term. This is available to view at the sign in/out desk at your venue. We always provide an opportunity for "Kids Choice" to be incorporated into our activities.

## WEEKLY ACTIVITY PLANNER

Our Kelly Club Weekly Activity Planner will be sent to you so you can see what is planned for the following week. Each day we have a structured activity and also free time to unwind after a busy day at school.

KELLY CLUB		THEME: Merry & Bright!				Weekly Activities Plan	
		Term 4 Week 10, 11 - 13 December				Kelly Club XXXXX	
	Monday	Tuesday	Wednesday	Thursday	Friday		
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	Sign In & Structured Free Time		
3:10 - 3:30 pm	Items & Afternoon Tea Laffle cakes & Fruit	Items & Afternoon Tea Scones & Fruit	Items & Afternoon Tea Potato sticks & Fruit	Items & Afternoon Tea Scones & Fruit	Items & Afternoon Tea Pillows & Fruit		
3:30 - 3:45 pm	Game: Planes, Paper, Scissors, Rock	Game: Duck Duck Goose	Game: Toilet Tag	Game: Follow The Sergeant	Game: Cat & Mouse Tag		
	<b>DISCOVERY</b> Fun in the Snow	<b>SPORT</b> Feed the Reindeer	<b>COOKING</b> Hot Chocolate marshmallow eggs	<b>CRAFT</b> Chocolate wreaths	<b>GAME</b> Stick It		
3:45 - 4:00 pm							
4:00 - 4:05 pm	Tidy Up	Tidy Up	Tidy Up	Tidy Up	Tidy Up		
4:05 - 4:30 pm	Snack Time Potato Slices	Snack Time Corn Frits	Snack Time Baking	Snack Time Baking	Snack Time Mustel Bars		
4:30 - 5:15 pm	Homework & Quiet Time	Homework & Quiet Time	Homework & Quiet Time	Homework & Quiet Time	Homework & Quiet Time		
5:15 - 6:00 pm	Game: Concentration & Projects	Game: Dance Camp & Projects	Game: Doggy Droggy & Projects	Game: Flax Chess & Projects	Game: Four Volleyball & Projects		

E: xxxxxx@kellyclub.co.nz kellyclub.co.nz/XXXXX P: xxx xxx xxxx

# GETTING TO KELLY CLUB

Kelly Club is located at 23 Auburn Street, Takapuna. You can find us at the school hall.

If you feel your child needs to be collected from their classroom by a staff member for the first few sessions 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.

---

# SIGNING YOUR CHILD IN & OUT

At before-school care, we ask that you sign your child in on arrival. 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, you will be required to sign your child out.

We make sure that your child is signed in and out of every session ensuring they're safe and accounted for. A tablet or sign-in/out sheet will be available at the Kelly Club entrance.

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



# PROGRAMME COORDINATOR



## Macy Jay

Hi everyone, my name is Macy Jay, and I'm the Coordinator at Kelly Club Takapuna. I am passionate about creating a safe, fun, and inclusive environment where kids can learn, play, and thrive. I'm looking forward to getting to know you and your family!

---

## OUR AWESOME STAFF

Kelly Club staff build positive relationships with kids, love having fun, and have a genuine commitment to enriching kids' lives. They create an environment that is engaging, interactive, educational, fun and stimulating.

All staff are fully trained in the Kelly Club Policies and Procedures which meet the Ministry of Social Development's Accreditation Standards. Our staff have the time and resources to ensure every child's needs are met. We operate to the Ministry of Social Development's required staff to child ratios.



## STAFF RESPONSIBILITIES

Our friendly staff are passionate about working with kids and are provided with training on first aid, behaviour guidance, child protection, and activity planning and delivery.

## ENROLMENT PROCESS

If you're reading this, you've likely already enrolled into our programme.

If you are looking to enrol, the best way to do so is online at [kellyclub.co.nz/takapuna](http://kellyclub.co.nz/takapuna) which is required prior to your child's attendance at the programme.

This helps to ensure we are prepared to provide quality care for your child. Please see your Programme Coordinator for any assistance.

---

## 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.

For more information, visit [kellyclub.co.nz/oscar-childcare-subsidy](http://kellyclub.co.nz/oscar-childcare-subsidy) to learn more.

---

## MAKING OR EDITING A BOOKING

We have a flexible and easy to use booking system which enables bookings to be made or edited online.

Bookings can be made or changed the day prior to the booking. For any on the day bookings or cancellations, these need to be made directly with the Programme Coordinator.



## Booking Fees

Pricing from the 14th April 2025

### Before-school – Per child

7:00am – 8:30am (incl. breakfast): \$16

7:45am – 8:30am: \$10

### After-school – Per child

3:00pm – 4:30pm: \$17

3:00pm – 6:00pm: \$24

### Holiday Programme – Per child

Full Day: 7:00am – 6:00pm: \$58

School Day: 8:30am – 3:00pm: \$48

Half Day: 7:00am – 12:30pm or 12:30pm – 6:00pm: \$40

Event day: Extra \$20

---

## 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 week following your child's attended sessions. Payment is due on receipt of your invoice, and you can pay by credit card or bank transfer.



# IMPORTANT INFORMATION

---

## Cancellations

The online booking system allows you to make changes to your booking until 6pm the night before.

To avoid being charged for a session, for before-school care, please contact us before 6pm the night before and for after-school care, please contact us by midday on the day of your booking.

## Food

We have developed a nutritious afternoon tea menu for kids to enjoy after a busy day at school. The menu is catered to kids in the programme and any allergies, sensitivities or cultural requirements can be included when enrolling online.

Our staff complete comprehensive training prior to preparing food, and our programme undergoes third-party assessments to verify our compliance with the Food Act 2014.

## Holiday Programmes

We take the stress out of school holidays by giving you the confidence that your kids are having a blast and being well-cared for at the same time.

Your 5-13-year-olds will love the huge variety of activities and trips that are designed to inspire and entertain. We have over 60 fun holiday programmes running throughout New Zealand.

## Late Pick-Up

If your child/ren are collected late after the conclusion of the programme you will be charged \$20 per 15 minutes' or part thereof.

## 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. Please discuss any changes with your Programme Coordinator.

## Sickness

If your child becomes ill at Kelly Club we will contact you to determine if your child needs to be picked up.

## Teacher Only Days

We may operate Teacher Only Day and Half-Day Sessions when the school is closed. We will send out further information and an event to book into ahead of these days.

## Unexpected Absence

We will contact you or your nominated emergency contacts if your child does not arrive at Kelly Club for their booked session. It's important that you keep your contact details and emergency contact details up-to-date in your online profile.

## Visitors

Visitors to the programme will need to complete a Visitor Sign In Form. You are welcome to pop in and visit your child at the programme any time, but if you plan on staying longer than a typical drop off or pickup, please also sign in.





# We can't wait to see you soon at Takapuna Primary School

---

**Website:** [kellyclub.co.nz/takapuna](http://kellyclub.co.nz/takapuna)  
**Contact:** Macy Jay  
**Email:** [takapuna@kellyclub.co.nz](mailto:takapuna@kellyclub.co.nz)  
**Phone:** 021 242 5721  
**Facebook:** @KellyClubTakapuna  
**Address:** 23 Auburn Street, Takapuna

[kellyclub.co.nz](http://kellyclub.co.nz)

## Additional Information

For more information, please get in touch with one of our friendly team, or refer to our Terms and Conditions and Privacy Policy below.

[kellyclub.co.nz/terms-and-conditions](http://kellyclub.co.nz/terms-and-conditions)

[kellyclub.co.nz/privacy-policy](http://kellyclub.co.nz/privacy-policy)