



# Y Central Parent Information 2023

- **Holiday Programmes**
- **Before and After School Care**

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



## Our philosophy

Y Kids Out of School Care is much more than a child-minding service. They are recreation based, and the aim is to meet the needs of children in their out of school hours in a fun, safe and learning environment. Each child is a different, unique person. While they have commonalities, their uniqueness should be embraced and fostered.

Each programme offers a variety of activities that may include arts and crafts, sports and games and some incorporate homework activities.

We provide a safe environment for your child to relax in after their day at school while ensuring there are stimulating options for those still with energy.

The Y is a values-based organization. Our values of Honesty, Responsibility, Respect and Caring are what drives our programme content, how we manage behaviour, and the way that we interact with participants, their whanau and staff. We aim to develop, foster and support positive relationships with communities by providing strong values-based programmes that support our local communities.

## Holiday Programme

Our school holiday programmes offer a range of themed in-house days as well as off-site adventures, with something for everyone. Much like school, we ask that children are onsite by 8:30am each day to ensure a smooth start to the day. To see our current holiday programme timetable visit [www.ycentral.nz](http://www.ycentral.nz)

## 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 routine. Each site may vary slightly to ensure a suitable fit for children and centres culture.

Before School Care - Centre opens

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

8.15am- (Whanganui, Palmerston North, Linton Sites)

Children are transported to school.

8.25am- (all other sites)

Children gather for a roll call and get ready to head to class at 8.30am.

After School Care - Centre opens at end of school

Children arrive from class and have their name signed off of the roll. For sites where the programme does not run at a school, children are collected from their school by van/bus and brought to a Y operated centre.

3.30pm - Afternoon tea

4.00pm - Daily Activities Start

Daily activities run alongside child-led activities and free-play that our staff facilitate. Daily activities may include cooking, arts and crafts, science, cultural activities, sports, drama, dance and more. Staff plan activities based upon feedback and interests of the children in our programmes.

5:30pm (Linton Army Community Centre & Hiwinui)

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

6:00pm (All other sites)

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

We build strong kids,  
strong families and  
strong communities  
through investing in  
the next generation.



## Other Fees

Type	Per Child	What it means
Sick Fee – School term	\$10.00	Child is absent from school due to illness. Reported to centre manager by 11.00am.
Sick Fee - School holidays	\$25.00	Child is absent from programme due to illness. Reported to centre manager by 8.30am.
Late pick up fee	\$25.00 +	\$20.00 for the first 15 minutes, then \$1.00 for every minute thereafter per child.
Casual session	Normal session plus \$7.50 fee	Applicable to any session that is less than two full working days' notice. More than two working days' notice will incur the normal session fee.
School term - Early closure fee	\$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.
Phone fee	\$6.00	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

No charge	Cancellations must be made more than 7 full calendar days prior. E.g., Monday cancellation must be made by the Sunday of the previous week.
Full charge	Cancellations made with less than 7 full calendar days prior incur the full fee.

## Refunds

Where fees are paid in advance of programme operation, fees may be refundable for cancellations up to 7 full calendar days prior to the programme. Fees are non refundable within the 7 full calendar day cancellation period. All other refund requests must be put in writing to the Y-Kids area manager.

## 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 [ycentral.nz](http://ycentral.nz) and look for 'Children's Services/Out of School Care' under the 'What we Offer' section.

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

## Centre contacts and fees schedule

Location	Email	Before School	After School	Holiday Programmes	
Silverstream	<a href="mailto:silverstream.asc@ycentral.nz">silverstream.asc@ycentral.nz</a>	7.30am \$14	3pm-6pm \$23.50	Silverstream 7.30am – 6pm	
Trentham	<a href="mailto:trentham.asc@ycentral.nz">trentham.asc@ycentral.nz</a>	7.00am \$15	7.30am \$14		3pm-6pm \$23.50
Pinehaven	<a href="mailto:pinehaven.asc@ycentral.nz">pinehaven.asc@ycentral.nz</a>	7:00am \$14	3pm-6pm \$20		
Belmont	<a href="mailto:belmont.asc@ycentral.nz">belmont.asc@ycentral.nz</a>	NA	3-6pm \$22.50	7.30am – 6pm	
Upper Hutt	<a href="mailto:upperhutt.asc@ycentral.nz">upperhutt.asc@ycentral.nz</a>	7.00am \$15	7.30am \$14	3-6pm \$23.50	7.00am – 6pm
Te Aro	<a href="mailto:tearo.asc@ycentral.nz">tearo.asc@ycentral.nz</a>	NA	3-6pm \$22.50	Mt Cook 7.30am-6pm	
Mt Cook	<a href="mailto:mtcook.asc@ycentral.nz">mtcook.asc@ycentral.nz</a>	NA	3-6pm \$22.50		
Johnsonville	<a href="mailto:johnsonville@ycentral.nz">johnsonville@ycentral.nz</a>	7:30am \$11.50	3-6pm \$20.50	7:30am - 6pm	
Rewa Rewa	<a href="mailto:rewarewa.asc@ycentral.nz">rewarewa.asc@ycentral.nz</a>	NA	3-6pm \$18.50	Available at Johnsonville, Khandallah or Mt Cook	
Cashmere	<a href="mailto:cashmere.asc@ycentral.nz">cashmere.asc@ycentral.nz</a>	7.30am \$13.00	3-6pm \$22.50	Khandallah 7:30am - 6pm (Ages 5-10)	
Khandallah	<a href="mailto:khandallah.asc@ycentral.nz">khandallah.asc@ycentral.nz</a>	7.30am \$13.00	3-6pm \$22.50		
Titahi Bay	<a href="mailto:Titahibay.asc@ycentral.nz">Titahibay.asc@ycentral.nz</a>	7:30am \$7.50	3-6pm \$12.50	Titahi Bay 7:30-6pm	
Palmerston North	<a href="mailto:parkroad.asc@ycentral.nz">parkroad.asc@ycentral.nz</a>	N/A	School finish to 6pm \$23.00	Palmerston North 7:30am - 6pm	
Linton	<a href="mailto:Linton.asc@ycentral.nz">Linton.asc@ycentral.nz</a>	7:00am \$14.00	School finish to 5:30pm \$21.50		
Hiwinui	<a href="mailto:hiwinui.asc@ycentral.nz">hiwinui.asc@ycentral.nz</a>	7:00am \$13.00	3-5:30pm \$16.00		
Whanganui	<a href="mailto:Jubilee.asc@ycentral.nz">Jubilee.asc@ycentral.nz</a>	6:30am \$15.00	School finish to 6pm \$23.00	Whanganui 6:30am - 6pm	
Ngaio	<a href="mailto:ngaio.asc@ycentral.nz">ngaio.asc@ycentral.nz</a>	7:30am \$10.00	3-6pm \$18.00	TBC	

## FAQ

### Do you offer casual bookings?

Bookings can be made at any time by calling the centre. A casual charge of \$6 will be applied for bookings less than 2 days' notice.

### Do I need to provide food for my child?

There will be afternoon tea provided for After school care. Food will need to be provided for Holiday Programme.

### Do you charge me if my child is sick?

If your child is sick and you inform the centre by 11am, we charge an absent fee of \$10 for Term time and \$25 for Holiday Programme.

If your child is sent home from school due to illness and you inform the centre by 2:55pm, you will be charged the absent sick fee.

### Will I be charged if I cancel my booking within 7 days' time?

Cancellations must be made with more than 7 full calendar days' notice. e.g., Monday cancellation must be made by the Sunday of the previous week. Cancellations made with less than 7 full calendar days prior incur the full fee.

### Do you offer Work and Income Subsidies?

Subsidies are available from Work and Income for our MSD (Ministry of Social Development) approved programmes. Phone WINZ (Work & Income NZ) on 0800 559 009 for more information.

### What if I am late collecting my child?

You will need to contact your centre manager.

There is a \$25.00 fee for the first 15 minutes, then \$1.00 for every minute thereafter per child.

### What happens if there is an early finish at school?

If your child is normally collected from school that day, we will automatically pick them up. There will be an additional charge of \$7.50 per hour. This fee is charged up until 3.00pm when school closes. The normal fee is charged between 3.00pm - 6.00pm.

### Do I need to book teacher only days or is it automatic?

Yes, you must book in.

### Do you charge a phone fee?

Yes, if we need to reach parent/ caregiver to find out where your child is, or if you are late and we haven't received any communication.

### What should my child bring to the programme?




















For before or after school care, your child comes to the programme with the items they need at school.

### Items to bring for holiday programmes:

- Morning and afternoon tea, and Lunch
- Drink bottle
- Sunhat and sunscreen (our SunSmart policy applies for Term 1 and Term 4)
- Raincoat
- Sturdy walking shoes

## Our Kids Programmes

Our Programmes are designed to meet the needs of children in their out of school hours. We offer a variety of activities including child-centred play options, structured activities and active play. Bookings are essential for our programmes.

Location	Before School	After School	Holiday Programmes
Belmont School 027 717 0922			
Silverstream School 027 244 2608			
Trentham School 027 704 7093			
Upper Hutt School 020 402 31202			
Pinehaven School 022 352 5173			
Rewa Rewa School 022 391 1479			
Cashmere Ave School 027 702 5843			
Khandallah School 027 839 5370			
Johnsonville School 027 839 4783			
Mount Cook School 027 782 0794			
Te Aro School 027 703 5705			
Raroa School 022 102 8323			
Ngaio School 027 335 0183			
Linton 027 837 7138			
Park Rd Palmerston North 027 286 9758			
Hiwinui School 022 352 5175			
Whanganui /Jubilee 027 269 1452	