

Hello, Kia Ora!

This email is to Welcome you to Mi Casa ASC 2022 and to say thank you for choosing us as your preferred After School Care Programme.

There are few things we would like you to consider before starting at Mi Casa...

### **MI CASA ASC BOOKINGS:**

What's new with our bookings...

We have now introduced new booking template options for regular/term payments.

**Please note:** if you make a booking when the term has already started you can still use our 'Bookings Template'. You can choose this option underneath our Terms and Conditions (just scroll past our 'Casual Bookings' option) and select the template that suits you best. When you confirm this, please select the Blue Option ('book template for future sessions only). It will show you the whole term price BUT will only charge you from when you booked. This will be reflected in the invoice you receive.

When choosing these new booking template options, you will receive our regular booking rate of \$20 per session/per child - as long as you book for the whole term and more than 1 day per week/per child.

#### **Casual Rate:**

When does casual booking apply? (\$25 per session)...After School Care Casual Rate (\$25 per session per child) applies when you book your child/ren 1 day per week (no matter how many weeks you book, if it's for 1 day per week...the casual rate of \$25 per session will apply)

CASUAL BOOKINGS CAN ONLY BE APPROVED IF SPACES ARE AVAILABLE AND THEY WILL NEED TO BE CONFIRMED BY LISA OR JANSYL PRIOR TO ATTENDANCE. (You'll receive an email notification once your booking is confirmed)

### **LATE BOOKINGS and LATE PICK UPS:**

Please note that if you book less than 24 hours for ASC, it is considered a late booking and we may charge casual rates due to having extra staff in to meet MSD requirements for ratio levels.

**Please note: Late pick will incur an extra fee**

### **WALKING SCHOOL BUS:**

Due to safety reasons: No scooters are allowed to be taken to Mi Casa ASC during our walking School Bus (because we are crossing a busy road, we prefer no scooters to be carried by children or by our staff members).

We have a Walking School Bus Policy, which children must adhere to for safety reasons. Please make sure you read it at the time of registration.

**We have a policy that all children must wear shoes, raincoats (if it's raining) and a hat (if summer) before leaving the school grounds.**

Please ensure your children understand they must come to the meeting point with all their belongings.

We are not responsible for items left at school, once children arrive at the meeting point, they must remain with the Mi Casa ASC supervisor/leader, until roll check starts, and we are ready to leave school grounds.

### **MEETING POINTS:**

#### **NORTHCOTE PRIMARY:**

Outside the Brick ESOL Building opposite Room 1 in the Junior Area.

### **ST MARY'S PRIMARY:**

Inside the gate entrance on Onewa Roadside, down from the Church, next to the Sandpit.

For more details on our Walking School Bus please refer to our Walking bus Policy by going to our website for further information: [www.micasaasc.co.nz](http://www.micasaasc.co.nz)

### **WHAT TO BRING TO MI CASA ASC:**

- WATER BOTTLE
- HAT
- IF YOUR CHILD/REN HAS A MEDICAL CONDITION: (eg,asthma...PLEASE NOTIFY US and let us know if a blue puffer will be carried inside their bags.
- PLEASE DO NOT BRING ITEM FROM HOME OR TOYS.

### **AUTHORISED PEOPLE TO COLLECT YOUR CHILDREN:**

**INCLUDE ALL AUTHORISED PEOPLE COLLECTING CHILDREN, THIS WAY THE NAME WILL SHOW IN OUR ATTENDANCE SYSTEM. We will not allow your child to leave with someone else without your permission.**

PLEASE NOTE: If your child is being picked up by someone other than those stated on your enrolment form, let us know in advance (by email).

### **ENTRANCE:**

During Covid 19 restrictions our entrance for drop off and pickups will be through the Deck area (next to driveway). During winter you may enter through the carpark entrance at the back.

### **QR CODES - SIGN IN / OUT:**

Please sign in and out your child/dren on the QR code provided at the entrance area.

**Please note: aimy plus QR CODE booking system will require a QR app reader or you can go to your camera if you gave an iPhone.**

**QR Covid 19 scanning (when required) will be displayed at the entrance area, you'll need the Covid 19 app to scan this code.**

### **VACCINE PASS:**

Only required when a Vaccination Pass is mandated. In this instance a Vaccine Pass is needed In order to enter our premises, however we do prefer 'contactless' collection via the he deck entrance. For reasons that you may have to enter the premises, we would appreciate an email copy of your Vaccine Passport, so we won't have to check this every single time.

### **PARKING:**

Please park your cars at the carpark located at the back of the church.  
Please do not stop your vehicles in the middle of the driveway.

**Please Drive slowly around our driveway/carpark area, as children will be walking/running in this area (especially during drop off or collection time)**

### **ALLERGIES:**

**Please notify us by email of any Allergies.**

**We also need to know in advance of any food intolerance or any social, cultural or behavioural requirements your child/ren might have that we will need to be aware of before commencing at Mi Casa ASC**

### **NOTIFICATIONS / COMMUNICATION:**

Our preferred way to be notified of absences, changes of booking or anything concerning your child/ren is BY EMAIL. (Because sometimes we might not be available on our phones, or we might be away or on our days off). We highly recommend you to email us.

This way all staff on duty at Mi Casa will receive this notification and action your request in a much quicker way.

### **PAYMENTS, REFUNDS AND CREDITS:**

A complete Ts & Cs document is available in Aimy Plus:

[mi-casa.aimyplus.com](http://mi-casa.aimyplus.com)

### **AFTER SCHOOL - AFTERNOON TEA**

We provide a variety of fresh fruit and vegetables, sandwiches, crackers, cheese, baking goodies (for treat days) and on cooking days we make pasta, pizza, pancakes etc.

### **HOLIDAY PROGRAMME LUNCH BOXES & AFTERNOON TEA:**

Please pack children's Lunch and morning tea (we provide afternoon tea), please make sure children come with a named water bottle.

### **HOLIDAY PROGRAMME WHEELS:**

We have wheels day at our Holiday Programme EVERYDAY!

**DURING COVID 19 RESTRICTIONS WE RECOMMEND YOU BRING YOUR OWN WHEELS AND HELMET (ROLLER SKATES/BLADES, SCOOTERS)  
PLEASE DO NOT BRING BIKES.**

If you have any questions, please do not hesitate to let us know.

Have a great day,

***Lisa Hohepa & Jansyl Andrews  
Directors Mi Casa ASC Limited.***

**[www.micasaasc.co.nz](http://www.micasaasc.co.nz)**

***For bookings go to: [mi-casa.aimyplus.com](http://mi-casa.aimyplus.com)***

***Lisa: 022-027-2930 Jansyl: 027-217-2627***