Running A Holiday Programme

Presbyterian Church
of Aotearoa New Zealand

KIDS FRIENDLY
INTRODUCTION:

Kids Friendly churches are intent on connecting with and serving their communities of children and families. Holiday programmes are an effective way of doing this. They offer opportunity for churches to be salt and light in their community and develop friendships with children and families that may never come on Sundays. And sometimes relationships fostered at holiday programmes result in community children and their families coming along to church. If your holiday programme is a positive, creative and fun experience for children, that is probably what they will expect of your Sunday programme – so be prepared. Children will also be eager to see the same friendly faces on Sunday that they have come to know at holiday programme, so consider involving your friendliest parishioners, children’s leaders and youth in leading holiday programmes.

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1. Why run a holiday programme?

The ever increasing demand of families for quality holiday care and/or recreation, creates an opportunity for our churches to serve and connect with children and families in their communities by offering holiday programmes.

2. How does a holiday programme work?

The design of your holiday programme will depend on a number of factors including whether you are offering recreation, child care or both, the hours of operation and the facilities and human resources available to you.

Holiday programmes that run for a minimum of 6 hours each day for one week of each school break, qualify for Ministry of Social Development funding. (See funding)

3. Where should you run a holiday programme?

The ideal location is your own church. Inviting children and their families into your church premises helps break down negative stereotypes about churches. But remember that first impressions are very important, so try to see your church through the eyes of an outsider. Make sure it is clean, warm and aesthetically appealing. Advertise your other Kids Friendly activities and programmes for children and families on attractive and colourful noticeboards. Decorate your holiday programme rooms and display the name of your programme on a big colourful banner to evoke positive emotions in the children arriving.

However if your facilities are not suitable, you could consider asking the local school if they would let you use their facilities. Children are familiar with these surroundings and you can be sure the school meets all the safety standards. In the event of you using the school hall, make sure that you brand the programme with banners, flyers etc that alerts the public that it is an outreach of your church.

4. Ethos/Philosophy/Agenda/Objectives

It is advisable to be clear from the start about the reasons you are running a holiday programme.

Have a brainstorm with your church leadership to define your 5 W’s and 1 H i.e what, when, where, who, why and how?

Decide whether your programme will include Christian content and if so in what form. Be transparent about this in your publicity so participants are clear about what their children are coming to.

For a sample philosophy see 10. Samples

Running a holiday programme 2009 (copyright PCANZ) 1 July, 2009
5. Planning Your Holiday Programme

There are no hard and fast rules on what a holiday programme should include. Some children will be coming because their parents work and others because they are looking for some holiday fun. Whatever the reason, aim to provide a fun, stimulating and nurturing time for the children of your community.

You can write your own programme or use a prepared holiday programme.

Scripture Union has a range of themed holiday programmes (see www.scriptureunion.org.nz online store or browse your local Christian bookstore.)

Mark Griffiths’ books Fusion, Impact and Detonate offer 100’s of ideas based on bible stories and Christian themes (can be loaned from the Kids Friendly Office, Auckland).

Many churches offer craft holiday programmes that involve members of the congregation sharing their gifts with local children.

Others run programmes of themed days and trips to local attractions.
6. Sample Programmes

KIDZALIVE - St Andrew’s Geraldine, Holiday Programme

Objectives:
- To develop relationships with our community’s children and create opportunity to share the love of Jesus and the message that they are unique and special creations of God.
- To provide a holiday care and recreation service for our community.

Venue: The local school hall which also gives us access to a large and safe playground.

Duration: 9.00am to 3.00pm. Children have an option of coming for full day or morning or afternoon sessions.

Programme: We create our own programme of art, craft, games, activities, sport, stories, singing and baking.

Leadership: We employ a “hands on” supervisor/coordinator who plans and runs the programme. We also have up to 10 teenage volunteer leaders (14+ years) and adult volunteers from our church who come in for specific tasks like morning tea, craft sessions etc.

Fees charged: $5 per child for half day and $10 for whole day. $10 per family for half day and $20 for whole day. (We also subsidise families who otherwise couldn’t afford to come).

Average attendance: 80-90 children.

Set up:
Inside: The hall is set up with three supervised crafts down one side eg. bead making, face painting and coloured hair spray. The other side of the hall (and stage) are set up with supervised arcade type games eg. shooting gallery, fishing game, knock the blocks etc (see game list).

Outside: A range of sports equipment is set up outside eg. hula hoops, patter tennis, bubble machines, skipping ropes, pogo sticks etc and a bouncy castle.
KIDZALIVE - St Andrew’s, Geraldine

Daily Programme:

8.45am  Registration/Sign In – all children must have a completed registration form and be signed in by a parent or caregiver. They receive a name tag (see sample) which are laminated. The name is written on in vivid and the badge is used for the duration of the programme.

Children have free time to participate in the range of activities on offer. They can win tokens on the arcade games to cash-in later for prizes.

9.00am  Mat-time. Children are welcomed, leaders introduced and rules discussed. Children indicate whether they are interested in baking activities later in the day.

9.10am  Free play and first group bakes with leader (we have groups of 6-8 children).

9.45am  Second group bakes with leader.

10.30am  Morning tea

11.00am  Free play. Help children to complete their crafts.

11.30am  Games (see games) followed by singing and a values story (pictures scanned and shown on PowerPoint via data projection).

12.15pm  Cash in tokens and go shopping at the Kidzalive shop.

12.30 pm  Children registered for the morning only are collected. All children must be signed out. Lunchtime (BYO) for all children staying for the afternoon.

1.00pm  New children arriving are signed in and given name tags.

1.00pm  Sports (see sports/afternoon activities suggestions list).

3.00pm  Finish – we usually have all the children seated on the floor just before parents arrive so it is easy to monitor children leaving and ensure they are signed out.
KIDZOWN - St Heliers Church & Community Centre, Auckland

**Objectives:**
- To provide a holiday care and recreation service for our community.
- To share and role model the love and teachings of Jesus though our interactions with children.
- To develop relationships with the children and families in our community.

**Venue:** Our preschool/after school care custom built facility with a safe playground.

**Duration:** 9.00am to 5.30pm every day of the holidays and four weeks of the summer holidays. Children can opt for full day or half day care. Early care is also provided from 8 am for children whose parents work.

**Programme:** We create our own programme of themed days which include a structured morning programme of stations of supervised activities (all children are encouraged to participate) including art, craft, games, sport, drama, dance and baking. In the afternoon we offer a range of free play activities including art, drama, hair and make-up stations, outdoor play, games, sand and water play, baking, reading, puzzles and indoor games, DVD. We have two all day trips each week.

**Leadership:** We employ a “hands on” supervisor, co-supervisor and one paid staff member (aged 16+) per 10 children (one per 8 for trips and one per 6 if water is involved). We also have volunteer teenage leaders (14+) in training. The team is managed and trained by our community centre manager.

**Fees charged:** $30 per day or $15 per half day. Trip days have an extra surcharge.
KIDZOWN - St Heliers Church & Community Centre

Sample Daily Programme: Theme: Bubble Bash  Supervisor: Devon

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<thead>
<tr>
<th>TIME</th>
<th>TASK</th>
<th>RESPONSIBILITY</th>
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<tbody>
<tr>
<td>8AM</td>
<td>CHECK PREMISES USING DAILY CHECKLIST</td>
<td>Devon/Johnny</td>
</tr>
<tr>
<td></td>
<td>WELCOME EARLY ARRIVALS AND BOOK IN</td>
<td>Devon</td>
</tr>
<tr>
<td>8.15</td>
<td>SET OUT NAME BADGES, PENS, ACTIVITIES FOR FREE PLAY</td>
<td>Johnny</td>
</tr>
<tr>
<td>8.45</td>
<td>REGISTRATION</td>
<td>Christine</td>
</tr>
<tr>
<td>9 AM</td>
<td>SUPPORT STAFF ARRIVE, COLLECT DAILY PLAN AND READ</td>
<td>Leigh, Jane,</td>
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9 – 9.30 am **FREE PLAY**

INSIDE DUTIES: NAME BADGES TABLE AND WELCOME  Bridgette
INSIDE PLAY AND WELCOME  Leigh
OUTSIDE DUTIES: PLAY AND SUPERVISE CHILDREN OUTSIDE  Johnny

9.30 **MAT-TIME**

LEADING MAT TIME - introduce leaders/rules/behaviour/ reward system/schedule of activities/assign children to groups (ensure friends can be together)
SUPPORTING MAT TIME (sit with children, encourage listening and good behaviour).  Jane, Johnny

PREPARE/SET UP RESOURCES FOR ART ACTIVITY OUTSIDE  Leigh, Bridgette

Paper for each child, 3 cups of bubble mixture filled to a quarter with a blob of coloured paint per cup (different colour for each cup), one straw for each child. (48 children).

INTRODUCE THEME  Devon

**Upfront 1:** get 2 older volunteers on either side of the whiteboard.
How many different words can you spell using the letters from “bubble”?

**Upfront 2:** get volunteers up and give them each hubba bubba chewing gum. First person with a successful bubble wins. Then give them time to see who can blow up the largest bubble.

9.50 **BREAK INTO SMALL GROUPS** – leaders go to table for activity

10.00 **ART ACTIVITY:** Using coloured bubble mixture, either let the kids blow a bubble and catch it to let it splat on paper OR blow lots and lots of bubbles with straws into sculptures till they overflow and make patterns onto the paper underneath the cup.

11.00 **MORNING TEA / FREE PLAY**

INSIDE PEOPLE  Jane and Devon
OUTSIDE PEOPLE  Johnny, Leigh, Bridgette
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<th>TIME</th>
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<tr>
<td>11.30</td>
<td>Mat time: storytelling (or see poems and songs – have a talent quest) With volunteers performing rhymes or songs getting prizes) &amp; then back into small groups/teams.</td>
<td>Devon Bridgette and Leigh</td>
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<td></td>
<td>Set up games in hall (check booking of hall) for the games.</td>
<td>Johnny, Jane</td>
</tr>
<tr>
<td></td>
<td>ANNOUNCING THE GAME AND PROCEDURES</td>
<td>Devon</td>
</tr>
</tbody>
</table>
| 11.45 | **Team Relays:**  
- how far can your bubble go before it pops unassisted?  
- how far can your bubble go before it pops with you fanning it along?  
- blow a bubble and run as far as the bubble goes, when it pops you have to blow another one to continue  
- bubble war – which team can fill their area with the most bubbles?  
- whose bubble can go the highest? | Johnny |
| 12.15 | RETURN TO PRESCHOOL FOR PRIZE GIVING & MAT TIME – LEADERS sit with children | Devon |
|      | TIDY TIME IN TEAMS - Bathroom, Kitchen, Inside Preschool | |
| 12.30 | LUNCHTIME/FREEPLAY | Devon, Leigh |
|      | INSIDE STAFF (Includes farewelling children at 1 pm.) | Devon, Leigh |
|      | OUTSIDE STAFF | Johnny, Jane |
| 1.30 | **KIDZ-OWN MAT TIME LEADING**  
Introduce activities for the afternoon and leaders responsible for them. Write names of children participating with each leader  
Eg. Baking with ? –  
Art or other inside activity with ? –  
Indoor hockey/basketball/soccer with ?  
Outside with ? | Devon |
| 3.15 | PREPARING AFTERNOON TEA AND SETTING UP | Devon |
| 4 PM | **AFTERNOON TEA.** Grace. Wash hands. | |
|      | MOVIE GOES ON | Leigh, Jane |
|      | INSIDE TIDY AND KEEPING AN EYE ON MOVIE GOERS | Leigh, Jane |
|      | OUTSIDE PERSON TIDY, AND KEEPING AN EYE ON PLAYERS | Johnny, Bridge |
|      | INSIDE TIDY AND PARENT LIAISON | Devon |

**Equipment needed:** pre-made bubble mixture (Christine), whiteboard and pens, straws, paper, and coloured bubble mix, wire to shape into bubble wands, recycled or purchased bubble wrap, cheap fans or flyswatts from the $2 shop.
ARTY CRAFTY - St David’s Union Church, Timaru

Objectives:
- To connect with our community children.
- To involve our church members who are keen to share the gift of craft.
- To share and role model the love and teachings of Jesus through our interactions with children.
- To develop relationships with the children and families in our community.

Venue: In the church hall

Duration: One afternoon each term holidays – the 2nd Wednesday from 1.30 to 3.30pm

Programme: There are about 5 main crafts, and last time we linked them to a Bible story theme. Children are 5 – 12 years. We have variety to meet gender and age skills and interests. Our teenagers are junior leaders. Pre-schoolers may attend if their parents stay with them. A group of mums are keen to do this, and enjoy joining in.
We serve afternoon tea with a drink, and Boston bun pieces and fresh fruit, beautifully arranged on platters. Two people share this job.

Leadership: We have a team of about 12 helpers.
We have two volunteer supervisors, both trained teachers. One has first aid certification.

Fees Charged: $4 per child or $10 per family

Average Attendance: 25-30

St David’s Union, Ashburton

Objectives: To develop relationships with our community’s children and create opportunity to share the love of Jesus.

Venue: In the St Davids’ Church buildings

Duration: 9.30 am to 12 noon. Monday – Friday the second week of the April, July and Sept School holidays.

Programme: We create our own programme of guest speakers, games, activities/craft, stories and singing.

Leadership: We have a volunteer coordinator who plans and runs the programme. A volunteer kitchen manager and treasurer support her. We also have up to 10-12 paid secondary and tertiary students leaders (14+ years) We also have volunteer helpers to set up.
Fees charged: $2.50 per child.

Average attendance: 70 – 90 (we have had up to 110 children)

Set up: Inside: We use the hall, fellowship room and kids’ church rooms for group games. On fine days we also use our secure fenced yard area. After morning tea our volunteers set up the hall, fellowship room and kids’ church rooms for crafts.

Daily Programme:
9.15am  Sign In (our sign in sheet includes the child’s name, age, address and confirmation of payment). They receive a name tag.

9.30am  Children are separated into age groups and have activities with their teen leaders namely: 5 & 6 years old (this group is often separated into 5 years and 6 years as it has the largest attendance), 7 & 8 year olds and 9 -12 year olds. They go into the hall, fellowship room and kids’ church rooms.

10.15am  Morning tea in their groups.

10.30am  All the children move into the main church area in their groups with their leaders where we sing songs followed by a community speaker eg. A sports personality, Mayor of Ashburton, representative from Wheelchair Sports “ican” road show, Search and Rescue, Kennel Club, Cat Show, peace workers, local museum curator, bird club, artists, local radio presenter, garden club (who work with kids to plant bulbs), potato growers (kids grew spuds in bucket), local butcher (made sausages) and many more.

11.00am  Craft activity
11.30am  Story (normally a dvd story eg Veggie Tales) and songs
12 noon  Children are released from church in their age groups.

Resourcing
Community Trusts provide funding, Spotlight, The $2 shop or Coin Save shops, Donations from Mitre 10 and Bunning’s Hardware, spuds donated by grower, items donated from local recycle/resource centre, art materials donated by local businesses. We also ask for resource items in church notices and at Sunday morning services.
ST MARGARET’S HOLIDAY PROGRAMME, Silverstream

Objectives:
- To provide a holiday programme for our community
- To show that churches are fun places where all can experience God’s love

Venue: The church lounge and hall

Duration: 1.00pm – 3.00pm on each Tuesday of the holidays except Christmas holidays.

Programme:
Children arrive from 12.30pm onwards. There are two registration desks: one for those who have pre-registered, and one for those who need to fill in forms. Children are given name tags.

We start with large group time including singing and announcements including safety messages, a rundown of the programme and introduction to helpers.

Crafts and games. We divide children into 2 age groups with one group doing an activity eg hip hop, jazz dancing, drama, sports, while the other group does craft. We then swap them over.

Afternoon tea (a glass of water, 2 types of biscuits, or baking if possible) is given either at the end of the afternoon, or following an energetic session.

Leadership: Family Worker (paid) co-ordinates the programme with about 15 volunteers from the congregation who enjoy working with children. Four of these co-opt friends to organize a different craft each time. Youth Group and Girls’ Brigade often help. A group of Weltec students from the Recreation and Leisure Programme sometimes plan and lead games as part of their assessment.

Fees charged: $3 per child or $5 per family per session to cover cost of materials.

Average attendance: 60 per session

Set up: Inside: The lounge is set up with 9 supervised crafts. Crafts include bead necklaces & bracelets, wooden spoon pirates & fairies, basic embroidery canvas, mask making, rock painting, card making, puppet making, wearable art, acetate decorations, caterpillars, sunflower planting, sewing, felt pen pictures on acetate, baking. Also always included: colouring in (pictures off internet – spiderman, fairies, butterflies), collage (with $2 shop stuff), cooking (muffin making & icing biscuits for afternoon tea), construction with boxes and tubes (plenty of packing tape & sellotape needed, use craft knives under strict supervision), wooden construction (use off-cuts, plenty of hammers & nails, and paint to paint their projects), play dough.

The hall is used for games and activities such as dancing etc.

Advertising: We do minimal advertising. Registration forms are given out 3 weeks beforehand at church and to local schools, kindergartens, Girls’ Brigade etc.

Preparation: Co-ordinator makes sure all helpers have name tags and everything they need for their activities.

Running a holiday programme 2009 (copyright PCANZ) 1 July, 2009
7. Staff/volunteers and recruitment

Holiday programmes offer wonderful opportunity for involving people (paid or voluntary) from your church. Young energetic people are great with children and their involvement gives them a sense of purpose and develops their leadership skills. Retired folk can make wonderful contributions in the quieter activities such as art, crafts, woodwork and baking.

It is important that all staff (paid and voluntary) have clear understanding of their roles. Create a job description/contract (see sample) and provide training in safety and protocol (see sample training record). All staff should receive a code of conduct for working with young people and be aware of the holiday programme philosophies and policies. All paid staff (18 and over) should be police checked (using the form provided) and it is advisable to police check volunteers (age 18+).

Have your staff arrive early for a daily briefing and provide a copy of the daily programme for each helper.

Debrief with your staff at the end of each day (see sample daily debrief).

Remember to thank your staff and consider giving volunteers a note of thanks and a small gift or voucher at the end of the programme. (see sample).

Involving your congregation (“whole church children’s ministry”)

A month before your holiday programme circulate a list (see sample) amongst your church members asking for help. Remind your congregation that they can all be involved in reaching your community and encourage them to help in some way. Include the holiday programme, its leaders and children in your prayers on the Sundays preceding the programme.
8. Publicity

**Create a visual campaign:** This includes flyers, posters, banners etc that can be put up around the community.

**Media:** Decide where you can advertise/publicise eg:

**Schools:** Visit your local school and introduce yourself and let them know what you are doing. Ask them how many newsletters they send home if you are wanting to send brochures/registration forms home with the children and if it is ok to add it to the newsletter.

**Community venues:** Local library, community notice boards, medical centres, fish n chip shops, bookshops etc.

**Newspapers:** Send an article to the newspapers to let them know that the holiday programme is coming up (see sample).

**Radio:** Often there is the community noticeboard on radio stations.

**Publicity schedule:**

- **Four weeks before start of programme:**
  - Ask local school to disseminate flyer/programme with registration form attached.
  - Place posters around the community.
- **Three weeks before:**
  - Send or email registration forms to children already on your database ie those who attended before and church kids.
- **Two weeks before:**
  - Send article to local newspaper (talk to the editor and ask if she/he will print something before sending – see sample articles).
  - Ask the school if you can put a short notice in the newsletter (see sample notices and letters to schools).
- **One week before:**
  - Ask the school if you can put a reminder notice in their school newsletter (see sample notices).
9. Safety

Make safety and security a priority.

- Always know where the children are.
- Have a plan for what to do in the event of a fire or emergency.
- Have a roll and sign-out procedures. *(see sample roll and sign out sheet).*
- Enrolment forms are vital to build up a database for your next event.
- Agree how you will manage unacceptable behaviour.
- Have a “Kids Friendly” code of conduct or holiday programme rules ie one that is easy for kids to understand and apply e.g At Kidzown we care, share and have fun” or “At Kidzown we share and care for everyone and everything.” Have this displayed prominently on a banner painted by the children. Remind children of this at mat-time and get them to describe what the rule means etc.
- Ensure your volunteers and staff are trained in your safety procedures.
- Have one overall leader/coordinator who accepts responsibility for safety, security and pastoral issues.

**POLICIES YOU MAY LIKE TO CONSIDER FOR HOLIDAY PROGRAMMES**

- Healthy and safe environment
- Venue hazard checklist
- Emergency response plan
- First aid procedures and checklist
- Medication policy consent form and record
- Reporting accidents and incidents policy and form
- Complaints procedure
- Leader recruitment policy
- Policy for use of volunteers
- Leader training policy and record
- Code of conduct for those working with young people
- Police check policy and procedures
- Child behaviour management policy
- Trip policy
- Transporting children policy
- RAMS forms
- Daily debrief forms

*Kids Friendly has all safety policies on file. Contact us if you need to see samples.*
10. **Samples**

1. Registration form
2. Advertising flyer
3. Letter/Notice for school newsletters
4. Press release
5. Letter to newspapers
6. Sign in/out form
7. Registration template
8. Activity List
9. Recruiting Volunteers list (for clipboard)
10. Letter to Volunteers
11. Note of thanks given to helpers
12. Name Tag sample
13. Contracts/job descriptions
14. Staff/Volunteer information sheet
15. Code of Conduct for working with young children
16. Staff training record
17. Philosophy
18. Daily debrief
19. Police check forms
Indemnity

I/we agree that the supervisor and leaders of “Kids Alive” Holiday Programme are indemnified and clear of responsibility for any accident in connection arising whilst at “Kids Alive Holiday Programme”.

In the event of any accidents or illness, I/we authorise “Kids Alive Holiday Programme” to obtain the necessary medical or other assistance and I/we agree to meet the expenses involved.

I understand and declare:

- My child is in good health and I will advise “Kids Alive Holiday Programme” immediately in the event of any ailment likely or considered to be detrimental to the health of the other applicants.
- That my child will comply with all reasonable instructions of the leaders of “Kids Alive Holiday Programme.”
- That if my child commits any act of misconduct that in the opinion of the leader, that I will be contacted and advised to pick my child up.
- That the child must be signed in and out of the programme each day. I will advise the leaders if someone else will be collecting my child.

Signature: ________________________________

Print Name: ________________________________

Date: ________________________________
The safety of children at all our programmes is paramount. We are working to ensure all leaders are police checked and adequate references are provided for new leaders. Full copies of our safety policies are available on request.

Please assist us in making this an enjoyable, safe and fun experience for your child.

Please ensure that your child is suitably dressed.

- All children must wear shoes to and from the Programme.
- Inform/supply us with any medication that he/she may be taking.
- Inform us of any allergies

If your child is coming for the day please have a bag containing:

- Lunch
- Spare change of clothes.

Morning Tea will vary each day including: fruit, biscuits, popcorn and water

Please **DO NOT** bring any electronic games, ipods, cell phones or similar to the holiday programme.

Kids Alive Holiday Programme holds no liability for loss or damage to any item brought into the holiday programme.

Registration Form

Child’s Name/s and Date of Birth:

________________________________________________

________________________________________________________

________________________________________________________

Address:  ______________________________________________

________________________________________________________

Parent/Caregiver:  ______________________________________

Phone/Mobile:  ___________________________________________

Emergency Contact: ______________________________________

Medical Conditions:  _____________________________________

I am happy for my child/Children to be administered Paracetamol  

Allergies:  ______________________________________________

Other people authorised to pick child up:

_______________________________________________________

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<td>Monday</td>
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<td>Friday</td>
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Kidz-own January 2006 School Holiday Programme for 5-9 years

Week 1

Mon 9th
9-1pm
$12

Treats!!

Friday 13th
9-5.30pm
$26

DREAMS AND REALITY & MONDAY
MIND GAMES
9-1pm
$11

Tues 17th
9-1
$13

Boxing Day Again

Wed 11th
9-5.30pm
$28

Private Eye

Wed 18th
9-5.30
$30

Lolliepops

Thurs 12th
9-1pm
$13

SINGSTAR & DISCO

Thurs 19th
9-1
$13

Little Chefs-
Heaven’s Kitchen

Fri 20th
Dingle Dell Adventure & SCAVENGER HUNT
Slip, slop, slap
9-1pm
$12

Our Kidz-own Afternoon Programme always runs on centre based days from 1 till 5.30 pm for all. Please see the parents page for more info.

Running a holiday programme 2009 (copyright PCANZ)
* ALL INFORMATION IS REQUIRED TO COMPLETE BOOKING*

JANUARY HOLIDAY PROGRAMME
Pre-payment & booking is essential as space is limited. Please make cheques payable to St Heliers Community Centre. Return to #100 St Heliers Bay Rd. with this form.
Phone 575 6098 or fax 575 4827 for more info.

I have read and agree to the terms and conditions listed in this brochure. I/we consent to my/our child participating in activities at and outside St. Heliers Community Centre. I understand that I will not be refunded for cancellations unless 5 days notice is given.

*_________________________*(Parent/Caregiver’s Signature)

CHILDREN’S NAMES ___________________________ D.O.B. ________________

ADDRESS_________________________________________ PH. # ___________
EMAIL ADDRESS (to receive kids programme via email)____________________
PARENT/CAREGIVER_________________________ DAYTIME PH. # ___________

ALTERNATE NAME_________________________ PH.#_____________________

DOCTOR’S NAME ___________________________ PH.#_____________________

MEDICAL CONDITIONS or SPECIAL CARE NEEDS __________________________

PEOPLE AUTHORISED TO COLLECT YOUR CHILDREN:

________________________________________

*Please inform us of any special access/custody issues & any friends/relatives intending to collect them.

*In the event of a child being injured, we will contact those nominated on the enrolment form and if deemed necessary take him/her to a local doctor or to Whitecross Emergency, Eastridge.

*Occasionally a group of children may travel in a staff member’s vehicle to choose a video or pick up some shopping for the programme. If you DO NOT wish your child to be included, please tick here. [ ]

PLEASE CIRCLE DATES & TIMES REQUIRED FOR KIDZ – OWN HOLIDAY PROGRAMME

| MON 9 | TUES 10 | WED 11 | THU 12 | FRI 13 |
| AM $12/PM $11 | AMS13/PMS11 | All day $28 | AMS13/PMS11 | All day $26 | WEEK 1 $_____ + 8 AM CARE $$

| MON 16 | TUES 17 | WED 18 | THU 19 | FRI 20 |
| AMS11/PMS11 | AMS13/PMS11 | All day $32 | AMS13/PMS11 | AMS12/PMS11 | WEEK 2 $_____ + 8 AM CARE $$

=TOTAL $ _________

OFFICE USE ONLY

RECEIVED – DATE, AMOUNT, & BY RECEIPT # BOOKED IN OUTSTANDING
ST. MARGARET’S HOLIDAY PROGRAMME

1.00 – 3.00pm in St. Margaret’s Church Hall

Tuesday 7 & 14 July – Games & Crafts

Registrations are essential
If your child cannot come on the day, please ring so we can give the place to someone else.
Please return form below by Sun 28 June to:
Tanja Lock 12 Pinehaven Rd, Ph. 938 6072, email: lockitup@paradise.net.nz
Pat Lerwill 17 Gloucester St. Ph. 938 0374 email: patricial@clear.net.nz

Thanks to Weltec students for special Games.

Programme for school-aged children only
Cost per session only $3 per child or $5 per family

Tear Off Slip

Consent Form for Parents
This information will be used only by the Holiday Programme Leaders, the Family Worker or the Minister of St. Margaret’s Church, Silverstream

Family Name:________________________________________

Child’s name:______________________________________ Age:_______

Child’s name:______________________________________ Age:_______

Child’s name:______________________________________ Age:_______

Child’s name:______________________________________ Age:_______

Name of parent/caregiver:________________________________________

Contact Phone while programme runs:_____________________

Do your children have any allergies or other health issues? Please give name, and detail:

_________________________________________________________________________

I give consent for my children to attend the holiday programme

Signed:________________________________________

Please tick days attending Tue 7 July □ Tues 14 July □
Kids Alive Holiday Programme

Monday 6th to Friday 10th July
9.00 am - 3.00 pm
(morning session finishes 12.30pm
afternoon session starts at 1.00pm)

Where: Geraldine Primary School Hall
For: Ages 5 - 11 (Year 6 at school)
Cost: $10 per day or $5 for half day $20 total for families

Funding is available in confidence

Come along for lots of games, bouncy castle, crafts, sports, prizes etc etc

Registration forms are available from the primary schools or phone Lorraine Morgan on 693 8248, 693 9447(H) or 027 403 8126 to register.

Organised by St Andrews Geraldine Kids Alive Programme
3. Letter/Notice to School

Date

The Secretary
Geraldine Primary School
Wilson St
Geraldine

Dear Olive

I and my team from St Andrews Presbyterian Church are once again running our Kids Alive holiday programme from Monday 29 September to Friday 3 October

Please could you distribute the attached flyer and registration form to each family. Please would you also consider including the following notice in your school newsletter over the next three weeks.

**Kids Alive Holiday Programme:** Don’t be bored these holidays! Join us at the St Andrews Kids Alive holiday programme in the school hall from Monday 29th September to Friday 3rd October. The programme will run from 8.45 am to 3.00 pm (morning and afternoon sessions are available as well as all day sessions). The programme caters for children from year 1 to 6. The cost is $10.00 per day or $5.00 per half day (maximum of total $20.00 per family) Come along for games, baking, crafts, bouncy castles, sports, stories, singing and more. Send in your registration and payment before the commencement of the programme to ensure your place. For more information contact Lorraine Morgan on 693 9447 or 027 403 8126.

Thanks so much for your continued support of our programmes.

Regards

Lorraine Morgan
Children & Families Co-ordinator
4. **Press release**

BEATING THE WINTER BLUES

**Date**

If you’re feeling the winter blues this holidays, then St Heliers Church and Community Centre is the place for you.

Five to nine year olds are making luscious lollies, bashing balloons and creating their own summer at a midwinter Hawaiian party at the Kidzown holiday programme. Ten to fourteen year olds are getting into Kung Fu cooking, making their own Pop Star video and boogying at a black and white party at the Hardcore Holiday Programme. Both programmes also have a number of exciting outings planned.

The programmes run from Monday 2 July to Friday 13 July at the St Heliers Church and Community Centre at 100 St Heliers Bay Road. For more information phone 575-6098 or 575-9837.

**Ends.**

**ISSUED BY:** St Heliers Church and Community Centre

**FURTHER INFO:** Jill Kayser/Emily Wotton

**TELEPHONE:** 575-6098/575-9837
5. **Letter to newspapers**

Date

Emma Smith  
The Editor  
Bays & Remuera Times  
Fax 538-0112

Dear Emma

I attach a press release regarding our September/October Holiday Programmes. Please would you consider publicising this community service in your newspaper. If you would like to capture some of the fun, please phone Emily Wotton or Devon Murphy, our holiday programme supervisors on 575-9837 to discuss a suitable time for your photographer to visit the programme.

Thank you for past support.

If you require any additional information, please do not hesitate to contact me.

Yours sincerely

Jill Kayser  
Child and Family Worker

(Alternatively if your paper has a “what’s on column” or “community noticeboard” you could ask them to place the notice that you gave to the schools in this column)
6. **Sign in and sign out sheets**

**DAY: __________________**

<table>
<thead>
<tr>
<th>Child’s Surname</th>
<th>Child’s First Name</th>
<th>Sign In (Parent/Caregiver Signature)</th>
<th>Sign Out (Parent/Caregiver Signature)</th>
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</table>
### 7. Registration: HOLIDAY PROGRAMME ENROLMENTS AND PAYMENTS

<table>
<thead>
<tr>
<th>SURNAME</th>
<th>FIRST NAME</th>
<th>AGE</th>
<th>TEL</th>
<th>REG FORM RECEIVED</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THUR</th>
<th>FRI</th>
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</tbody>
</table>
8. Activity/Games List – Note we don’t use them all at one holiday programme.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoot the Ducks</td>
<td>Line up 15 yellow ducks on different levels. Use bow and arrows from $2 shop to hit them down (three down to get token)</td>
</tr>
<tr>
<td>Fishing Game</td>
<td>Using a paddling pool put magnets on the ducks and then a magnet on the end of the fishing line and start fishing. Once a duck is caught pull out a golf ball from a bucket and if the duck and golf ball has same number then receive a token.</td>
</tr>
<tr>
<td>Target Tower</td>
<td>Knock objects off a frame ie. ladder, anything around you can find.</td>
</tr>
<tr>
<td>Shooting Game</td>
<td>Place pictures of different things eg ducks, frogs etc on cardboard and stand them up and then using guns from the $2 shop shoot them down (three down to get a token)</td>
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<tr>
<td>Knock the blocks</td>
<td>Arrange the blocks and then throw a tennis ball to knock them down (given out tokens for the number knocked down)</td>
</tr>
<tr>
<td>Toilet Seat Drop</td>
<td>Throw soft balls into a toilet from a specified distance</td>
</tr>
<tr>
<td>Treasure Chest</td>
<td>Fill a treasure chest with goodies. Get a padlock with three keys. Put three keys with 20 other different ones. Three tries to pick out the right key to open and get prize.</td>
</tr>
<tr>
<td>Ping Pong Toss</td>
<td>Magnetic/Velcro dart board. 3 turns to hit the point value stated</td>
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<tr>
<td>Quiots</td>
<td>Quoits game with points sytem</td>
</tr>
<tr>
<td>Tic-Tac-Toe</td>
<td>Big board and bean bags to play the game.</td>
</tr>
<tr>
<td>Shot Put Roll</td>
<td>Mark out tape on floor. Roll a ball to land in the marked area to get points.</td>
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<tr>
<td>Face Painting</td>
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<tr>
<td>Coloured Hair Spray</td>
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<tr>
<td>Baking</td>
<td>Gingerbread men, cupcakes, icing on plain biscuits, pikelets</td>
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<tr>
<td>Bouncy castle</td>
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<tr>
<td>Wood turning</td>
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<td>Clay</td>
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<td>Perler Beads</td>
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<tr>
<td>Bead making</td>
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<tr>
<td>Various crafts from many craft books</td>
<td></td>
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<tr>
<td>Top Team Games</td>
<td>In the afternoon</td>
</tr>
<tr>
<td>Treasure Hunts</td>
<td>In the afternoon</td>
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<tr>
<td>Air Hockey</td>
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<tr>
<td>Large Snakes and Ladders</td>
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<tr>
<td>Ten Pin bowling</td>
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<tr>
<td>Outdoor mini golf</td>
<td>Made with plywood and different objects put on it.</td>
</tr>
<tr>
<td>Various board games</td>
<td>Put in room off the hall</td>
</tr>
</tbody>
</table>
9. Recruiting volunteers: VOLUNTEERS SIGN UP SHEET

Being a member of the family of God means that we all have a part to play.
Please can you indicate how you would like to contribute to our community holiday programme.

<table>
<thead>
<tr>
<th>Name &amp; Phone Number</th>
<th>Prayer (Receiving prayer requests)</th>
<th>Baking (state which day)</th>
<th>Morning Tea (state which day)</th>
<th>Helping with a Craft (state which day)</th>
<th>Helping at the end of the day with clean up</th>
<th>Helping on Friday at the end of holiday programme in packing up and cleaning</th>
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</table>
10. **Letter of confirmation to volunteers**

Thanks for offering to help at the Holiday Programme.

- If you are helping in the mornings please be there by 8.15am in order to get ready for the day. Children start arriving by 8.30am so we need to be ready.

- If you are helping in the afternoon please be there by 12.30pm. The children that are staying for the day will having their lunch at this stage and the children coming for the afternoon will be arriving at 1.00pm. Most children that are registered are either staying for the morning or for the whole. At this stage we have no registrations for afternoon only.

- If you are helping for the whole day I envisage to be cleaned up by 4.00pm. The more people that can stay behind and get cleaned up and organized for the next day makes the it much easier for the next day.

- Please bring your own lunch. I will provide drinks for you.

- The most important thing is that you come with a good attitude, ready to have heaps of fun, a smile on your face and ready to serve.

Once again thanks for your help, if we all work together it will be easier for everyone and we will all enjoy the week. Remember you are coming as a leader and not as one of the children so please set an example and be ready to listen.

Please give me a ring if you have any questions.

God Bless

Lorraine
Ph: 693 9447. 027 403 8126
11. Notes to Volunteers

NOTE OF THANKS AND CONFIRMATION OF HELP

Kids Alive

Thanks so much for offering to help with providing baking for the holiday programme. Please bring it to Church on Sunday the 28th or drop it off to the Geraldine Primary School Hall during the week of the 29th of September. If you would like me to pick it up from you then give me a call on 693 9447. We really appreciate your help. And the kids really appreciate your home baking too.

God Bless,
Lorraine Morgan

Kids Alive

Thanks so much for offering to help clean up at the end of [day offered]

We would love to see you at 2.00 pm to start clearing away the crafts and wiping down tables and dishes. The children leave at 3.00 and we would expect to be all cleaned up by 4.00.

We really appreciate you coming along to help I this way.

God Bless
Lorraine Morgan

Kids Alive

Thanks so much for offering to help with providing help in the kitchen for the holiday programme on [day]___________.

We have morning tea at approximately 10.30 so would love to see you at 9.00 to prepare fruit and to organise the drinks and then to stay on to do clean up and dishes.

We really appreciate your help.
God Bless.
Lorraine Morgan

Kids Alive

Thanks so much for offering to help with a craft on [day] _____________.

Please could you arrive at 8.30. We run the crafts until 10.30 when we stop for morning tea for 30 minutes and then from 11.00am to 11.30 the children have a chance to finish their craft.

We really appreciate you coming along to help. The children are fun to work with and always enjoy making something.

God Bless. Lorraine Morgan
12. Name Tag

You can create these by using a table formula in word or create them as a label.

![Name Tag Example]

[Image of a name tag with the text "Kids Alive"]
13. Holiday programme supervisor contract/job description

Date

Dear

Thank you for agreeing to supervise the Kidzown holiday programme. Your hours of work are 8.00 am – 6.00 pm from Monday 26 to Friday 30 October. You may take a lunch break of half an hour at a time agreed to with your staff. You will report to our Executive Officer Jill Kayser. You will be paid $ per hour before tax. This will be paid the week after the holidays and is inclusive of holiday pay. You are also allocated 6 hours for planning, training, preparation and breakdown.

In your role as supervisor we would expect you to fulfil the following objectives:

- To provide a holiday programme that is fun, safe and nurturing for all children.
- To know our children by name and take a keen interest in their activities, problems, achievements etc.
- To promote and encourage good behaviour guided by our Kidzown code: AT KIDZOWN WE SHARE AND CARE FOR EVERYONE AND EVERYTHING
- To adopt a consistent and appropriate discipline procedure as outlined in the staff code of conduct and behaviour management policy.
- To provide a programme of fun activities that is tightly scheduled so that children are never at a loss for things to do.
- To provide a daily activity programme to the manager before the commencement of the programme that defines staff responsibilities.
- To initiate activities that embrace all children during “downtimes” eg between 8.30 and 9.30 am.
- To respect our property and equipment and encourage children to do the same.
- To take responsibility for maintaining a tidy, clean and hygienic environment.
- To manage your team of staff appropriately and set clear expectations.
- To be familiar with all policies and to ensure the administration is kept up to date.
- To handle all financial transactions honestly and to receipt all payments and safeguard money and cheques at all times (these should be handed to Jill Kayser or Barry Pascoe on a daily basis).
- To ensure no children attend without completing an enrolment form and paying.
- To keep an up-to-date roll and ensure that parents sign out their children.
- To submit time sheets for yourself and your staff to be countersigned by Jill.
- To take responsibility for locking the premises at night.
- To be part of a team of committed and enthusiastic carers.
- To encourage children to be and do their best in all things.
- To greet and be willing to communicate with parents and to alert the Executive Officer to any complaints, incidents or accidents.
- To ensure that all our interactions with children, parents and the public reflect the teachings and values of the Christian faith.

As one of our supervisors, I would like you to take these objectives on board and ensure that your interaction with the children is guided by them. You are an important role model to the children and staff and therefore need to embody these aims and be enthusiastic at all times.

To accept these conditions of employment please complete and sign the form below and return it to me. We look forward to working with you to provide high quality holiday care and recreation.

Regards
Jill Kayser

Running a holiday programme 2009 (copyright PCANZ) 1 July, 2009
14. **Staff/volunteer information sheet**

Name: ____________________________________________________________

Address: __________________________________________________________

Telephone: _________________________________________________________

Emergency contact: _________________________________________________

Position applied for: ________________________________________________

IRD number: _______________________________________________________

Bank account number: _______________________________________________

Starting date: _______________________________________________________

Finishing date: _____________________________________________________

**Staff declaration**

I have read, understood and agree to my job description/code of conduct.

I declare that I do not have a criminal conviction or a pending charge against me.
I agree to notify my employer of any future charges against me.

____________________________ Signature _________________ Date

**OFFICE USE ONLY**

Reference check completed
Tax forms completed
Received job description and code of conduct
Signed declaration
Interviewed by Executive Officer
Police checked
Attended training
15. Code of conduct for those working with young people

1. Leader's responsibilities towards children
   - Ensure the safety and well being of all children in your care.
   - Make certain that all activities are undertaken with sufficient suitably qualified staff and approved resources.
   - Treat all children as individuals, with dignity and sensitivity, avoiding favouritism, respecting their culture, their home background, their age and their physical and mental abilities.
   - Neglect, harassment, bullying, sarcasm, and bad language are unacceptable, as is any degree of physical, emotional, mental or spiritual abuse.
   - Respect children's privacy at all times, particularly where activities include sleeping, changing of clothing, bathing and ablutions.
   - Remain in sight of others, even if out of hearing, when dealing with an individual child. Avoid unaccompanied and unobserved activities and inappropriate physical contact.

2. Leader's responsibilities towards parents/guardians
   - Take the time to know all parents/guardians.
   - Keep parents/guardians informed, inviting them to participate in or observe the programmes being provided.
   - Find out if children have any special needs or medical requirements.
   - Obtain written consent from parents/guardians prior to undertaking activities off centre premises.

3. Leader's responsibilities to the Church & Community
   - Conduct yourself in a manner in keeping with Christian principles and ethics.
   - Be a healthy role model.
   - Be educated in the recognition of the warning signs and symptoms of abuse.

4. Leader's responsibilities to self
   - Keep contact with the Supervisor who is available to support you and overviews all children's programmes.
   - Avoid placing yourself and your co-workers in compromising situations and protect yourself from actions that may be misconstrued.
   - Support your colleagues, and develop good relationships with them.
   - Report to the child and family worker any anxieties you have regarding questionable behaviour of any person participating in children's programmes. This is to safeguard the integrity of leaders from potential accusations of abuse.
16. Staff training: KIDZOWN STAFF TRAINING POLICY AND RECORD

It is policy that all staff (paid and volunteer) attend training the week before the holiday programme commences. A record is kept of which staff attended training and the topics covered by the training. Both the supervisor and the manager of the programme are involved in delivering training.

DATE TRAINING HELD: __________________________________________________________

ATTENDED BY: __________________________________________________________________

TOPICS COVERED

Introduction to KIDDZOWN HOLIDAY PROGRAMME:
- Philosophy
- Programme
- KIDZOWN Rules
- Behaviour Management
- Emergency Procedures
- Staff expectations including:
  - Signing contracts
  - Understanding the code of conduct for working with young people
  - Understanding job description
  - Introductory first aid training
  - Interaction with children and parents
  - Knowing KIDZOWN policies

- Other: ________________________________________________________________________
17. Philosophy: KIDZONE HOLIDAY PROGRAMME PHILOSOPHY

KIDZONE, the Holiday Programme of St Heliers Church and Community Centre provides outstanding holiday care for children aged 5 to 9 years old.

- We provide a safe, caring and nurturing environment including quality indoor and outdoor play areas and equipment and resources.
- We provide a well-planned, stimulating and age-appropriate programme, which enables children positive interaction with other children, adults and the environment.
- We encourage children to be their best at all times.
- We empower children to make choices and give them ownership of their programme.
- We employ high quality staff team who are both experienced in dealing with children and have a love for working with children. Our staff ratio is 1 adult to 10 children.
- We communicate with parents through our programme parent page. Our philosophy is displayed on the noticeboard. Staff are available to deal with parent queries. Our policy manual is located at the sign out register and is available for parents to read
- Our staff are non-sexist and non-racist and are sensitive to the special needs of children appreciating their values, customs and culture.
- We provide an environment that acknowledges children with special needs providing support for them and their parents/whanau.
- St. Heliers Presbyterian Church & Community Centre programmes embody the Christian values of love, service, forgiveness, peace and justice in all its dealings with families and children. These beliefs and values are communicated by the staff through role modeling.
18. Daily debrief template

HOLIDAY PROGRAMME DAILY DEBRIEF

SUPERVISOR:

DATE: THEME:

ADMINISTRATION:

PLANNING:

STAFFING:

ACTIVITIES/RESOURCES:

FACILITIES:

INCIDENTS:/ACCIDENTS:

ANY OTHER Issues:
19. Police check forms

Application Form for a Police Check

To be completed by the designated person asking for the police check

Name: (please print) _____________________________________________________________
Address: (postal) ________________________________________________________________
 Official position: ______________________________________________________________
Parish: ________________________________
Presbytery: ________________________________________________________________

Please arrange for a police check to be done for the following person(s):  
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

being considered for the following position: ______________________________________

Consent form(s) attached.

Signed: ________________________________________________________________________
Date: _________________________________________________________________________

OSCAR PROGRAMME:

Please tick the box if your parish is taking part in the OSCAR programme. [ ]

Because of the need to meet the obligations of the Privacy Act, applications must be sent by mail. Faxes and e-mails will not be used, except for providing general information about the process.
CONSENT TO DISCLOSURE OF INFORMATION

Fill in this form (please print clearly),
sign it and send it to:

Juliette Bowater
Assembly Office
PO Box 9049
WELLINGTON

This form will be sent by the
Assembly Office to the
Licensing & Vetting Service Centre

I, ……………………………………………………………………………………………………………….
(Surname) (Fore Names)

………………………………………………………………………………………………………………….
(Maiden or any other names used)

Date and place of birth ………………………………………………………………………………………

Sex …………(M/F)  Nationality ………………………………………..

Residential Address ………………………………………………………………………………………

Suburb ……………………………………………  City …………………………………………………

NZ Drivers Licence number …………………………………………………………………………………….

hereby consent to the disclosure by the New Zealand Police of any information they may have pursuant to this application, to the Presbyterian Church of Aotearoa New Zealand. I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the criminal records (Clean Slate) Act 2004.

Signed ……………………………………………  Date …………………………………………………

COMMENTS OF THE NEW ZEALAND POLICE

A stamped, self-addressed envelope must accompany all requests.
### SOME CHURCHES THAT RUN SUCCESSFUL PROGRAMMES

<table>
<thead>
<tr>
<th>NAME OF CHURCH</th>
<th>CONTACT PERSON</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>St Andrew’s Geraldine</td>
<td>Lorraine Morgan</td>
<td><a href="mailto:kidsfriendly@maxnet.co.nz">kidsfriendly@maxnet.co.nz</a></td>
</tr>
<tr>
<td>St Heliers Church</td>
<td>Jill Kayser</td>
<td><a href="mailto:jill@sthelierschurch.org.nz">jill@sthelierschurch.org.nz</a></td>
</tr>
<tr>
<td>Knox Waitara</td>
<td>Jennie McCullough</td>
<td><a href="mailto:majah@xtra.co.nz">majah@xtra.co.nz</a></td>
</tr>
<tr>
<td>Knox Albert St, Hamilton</td>
<td>Helen Croukamp</td>
<td><a href="mailto:johnnc984@woosh.co.nz">johnnc984@woosh.co.nz</a></td>
</tr>
<tr>
<td>St Margaret’s Silverstream</td>
<td>Patricia Lerwill</td>
<td><a href="mailto:patricial@clear.net.nz">patricial@clear.net.nz</a></td>
</tr>
<tr>
<td>St David’s Timaru</td>
<td>Rosie Staite</td>
<td><a href="mailto:rosie_staite@xtra.co.nz">rosie_staite@xtra.co.nz</a></td>
</tr>
<tr>
<td>St David’s Ashburton</td>
<td>Isobel Gentle</td>
<td><a href="mailto:youth@st-davids.org.nz">youth@st-davids.org.nz</a></td>
</tr>
</tbody>
</table>

And there are plenty more people who run successful programmes. We have tried to show you a range of possibilities. Let us know what kind of programme you are envisaging and we can put you in contact with someone who runs this type of programme.

### RECOMMENDED RESOURCES

**CURRICULUM:** Detonate, Fusion and Detonate by Mark Griffiths – books of ideas, games, activities for Christian holiday programmes for children age 5 to 12 years.

Scripture Union also have good holiday programme in their online shop.

**STORY BOOKS:** Max Lucado’s You are Mine, You are Special, A Green nose, a Hat for Ivan etc. During “mat time” we have used the Max Lucado stories. The pictures are scanned onto power point. The children have loved these stories and they pick up the message from the stories easily without explanation.

**DVD’s:** Lots of churches use Veggie Tales – a hit with churched and unchurchd children and a great way to share some of the great Christian teachings. If you use secular movies remember to only use those classified as G – general.

**GAMES:**
Games Games Games – a resource available from Kids Friendly (kidsfriendly@maxnet.co.nz)
Over 300 Games – Scripture Union Online Store (www.scriptureunion.org.nz)
Themed Games - Scripture Union Online Store (www.scriptureunion.org.nz)
Everyone’s a Winner - Scripture Union Online Store (www.scriptureunion.org.nz)

**BOUNCY CASTLES:** Bouncy castles can be hired for a day or for a whole week. It pays to look around for the best deals in your area. Google “bouncy castles” to find plenty of sites. If you are hiring them without an operator you must make sure your staff are aware of how the castle works, how to pack it up (if it rains) and to go over the safety procedures with the owners when the castle is being dropped off. The castle must be supervised at all times making sure that limited numbers are on it at a time. It is important that names tags and shoes are removed before going on the castle. When having a bouncy castle is must be made clear to younger leaders that it is for the children! Often after the children have left for the day we let our leaders on to have a bit of fun.
Lorraine Morgan
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