



Wild School - Terms and Conditions

Updated: 14 March 2023

As parent/guardian please ensure that you have read this Terms and Conditions document prior to enrolling your child in a Wild School programme. By checking the box on the enrolment form, you are confirming your full agreement to all of these terms and conditions of the Whakatipu Wild School Charitable Trust (referred to as WS in this document).

Enrolment: Wild School One Day Nature Programme, Holiday Programme, Wild Kindy

At the time of enrolment, you understand that all information and details you provide regarding the health and wellbeing of your child are true and accurate. You have provided all relevant information, and not withheld or altered any information that may affect or limit your or another child's ability to participate safely and fully, or limit a staff member from being able to safely and fully undertake their role. (Information about privacy and our compliance with the Privacy Act 2020 is below).

Communication:

Each child grows at different rates, depths and development markers vary. Educators agree that the learning cycle is a very individual process, and depends on multiple factors within each child. WS uses no blanket assessment or comparison between children for this reason. Rather, each child is recognised as being on their own journey of growth.

We encourage and value open communication. We value transparent collaboration with family, to nurture your child's holistic development. Educators are available every morning and afternoon for you to speak to them about your child's progress. We don't formally report back to parents at this stage, but we are considering how this may look in the future.

At the end of each day, WS kids and teachers reflect together on learning. Our teaching team also gathers at the end of the day to reflect and evaluate. Notes are written to support learning, planning and evaluation. This informs our emergent curriculum progression.

Well-being and Safety

Through all of its programmes WS holds the well-being and safety of each participant in paramount importance. All reasonable measures, and duty of care have been taken to ensure the safety of your child. If an unexpected injury or illness arises, WS will contact you and/or the appropriate medical support required promptly. By signing these Terms and Conditions, guardians agree to allow WS to call emergency services to attend if WS staff have sufficient evidence to believe your child requires such attention. All reasonable steps will be taken to ensure your child is safe. All medical costs will be solely the responsibility of the parent.

Each day, children attending our programmes must arrive prepared for the day by wearing appropriate clothing for the climate and weather. This includes a full change of clothing in their bags, comfortable shoes, a full water bottle, and plenty of healthy lunch and snacks. In summer, each child needs sun protection through appropriate clothing and a sun hat (parents can apply sunscreen, with additional sunscreen in children's bags). In winter, please add in extra wool or merino layers, extra gloves and extra socks, plus a warm beanie. While the WS team monitors weather forecasts closely, please ensure your child is equipped with warm clothing, as weather and temperatures in our region can change quickly.

If a child doesn't have what they need, parents will be notified immediately, and it is the parent's responsibility to come back with the necessary items.

In a severe weather event such as snow, you will be notified by text message prior to 7am if the session is cancelled. In most circumstances, if schools are closed, so are WS programmes. *See Adverse Weather.*

Adverse Weather:

WS expects the need to cancel an average of one session per term due to severe/adverse weather. While we are wanting to develop resilience in each child, we are mindful of the powerful impact weather conditions can have on us physically and emotionally. The decision to cancel a session is made with careful consideration based on the latest weather forecasts. Consideration is primarily focused on comfort throughout the day based on forecasted temperature, wind speed and direction, the amount of precipitation expected, and the likelihood of electrical storms. In circumstances where weather is deemed to be adverse, and will significantly affect the comfort levels of the group, the session will be cancelled and families notified. WS will endeavour to communicate a cancellation the night before the scheduled session, but at the very latest, parents will be notified by 7am on the day. In most circumstances, if schools are closed, WS will be too.

For the One Day Nature Programme, and Wild Kindy: Fees will not be altered for the first cancellation in a school term. All subsequent cancelled sessions will be credited to your family for future Wild School sessions.

Late pick-up fees:

Your child must be collected from WS programmes at the notified pick-up time. A grace period of 15 minutes is given, but following that you will be charged \$15 per child for each 15 minute period you are late to collect your child, unless prior arrangements have been agreed upon. As per WS policy, two staff members are required at any time a child is present. Thank you for being prompt to collect your child.

Thank you for also dropping off your child at the correct time. This ensures our day starts smoothly and collectively.

We encourage a brief familiarisation with the people and environment at each drop off. We do not encourage parents to prolong the drop off process. Our goal is that your child builds self-confidence and independence, and for this to happen they require the chance to explore and become familiar at their own pace. We also recognise that each child has different needs, and our trained staff have honed skills in supporting each child's transition into the day. Please let us know if your child may need greater support as they begin the sessions with us, and we will create a plan with you to support your child.

Fee changes:

We reserve the right to alter fees for future sessions. Fees will be clearly stated at the time of enrolment.

Force Majeure Event:

In these Terms and Conditions, a 'Force Majeure Event' is defined as an event or occurrence which is beyond our reasonable control (including any government directive) that causes any disruption to our programmes. WS has the discretion to call an event or occurrence a Force Majeure Event if it deems the performance of usual WS obligations or the ways in which programmes are usually delivered are impossible, onerous or unviable. WS is not liable for any failure or delay in complying with any obligation in these Terms and Conditions that arises or relates to a Force Majeure Event or any time following, where WS is affected. All reasonable effort in the circumstances to recommence our operations will be taken, to meet our obligations, in order for programmes to recommence.

Notwithstanding the foregoing, WS reserves the right to deliver the One Day Nature Programme during a Force Majeure Event in a different way than usual (such as, without limitation, virtual learning experiences and activities, email, video experiences and activities, classes delivered online). WS will not be required to refund, credit, reduce or discount fees for days your child misses or is unable to attend, in any Force Majeure Event. Nor will a Force Majeure Event excuse or suspend parents' obligation to pay fees.

Consent to Participation:

On enrolment, the Consent to Participation must be read carefully. Parents are responsible to ask any questions they have of a staff member. By signing the enrolment form, parents acknowledge and consent to their child participating.

Each morning, staff share boundaries, safety rules and expectations with the group, this will also occur before new activities take place. We regularly discuss safety rules with participants, including reminders of expectations and boundaries, and the reasons for them.

WS will reiterate clear boundaries, instructions and communicate expectations while children participate in experiences. If a child acts outside of the instructions given to them, then parents acknowledge their child does so at their own risk and they may be instructed to leave that activity or programme.

In the same way, if a child's behaviour becomes threatening or aggressive, and staff become concerned for the safety of that child or any other participants, the Lead Educator will do everything reasonable to ensure the safety of all those involved. To de-escalate a situation, the child may be need to be physically removed from the situation, and parents may be called to collect their child. Our full Health, Well-being and Safety Policy is available to view.

Risk:

WS views the health and safety of every student, staff member and visitor to its programmes as of utmost importance. Staff inductions and continual training, updates of policies and planning dovetail to ensure that safety protocols govern daily routines, and that children do not experience harm. Each staff member is trained in the experiences we offer. Even though WS takes all practical steps to reduce and mitigate harm, there is inherent risk in some of the experiences your child may choose to participate in. By reading and ticking the Consent to Participate box on the enrolment form, parents acknowledge this inherent risk.

WS is based on the philosophy of 'challenge by choice.' Each child chooses what experiences they engage in, and to what level they participate. Teachers encourage students to participate at a level that increases the sphere of their comfort zone, and challenges children to assess safety and calculated risk.

WS takes all reasonable care for your child and their property during our programmes, but will not be held responsible for any loss or accidental damage to their property, nor any accidental injury associated with normal child play.

Privacy:

Complying with the Privacy Act 2020, WWS holds all personal information as confidential. Personal information will only be used for the records and operation of our programmes.

Personal information will only be shared with prior written consent from parents.

Parents are welcome to review information held on your child at any time.

Data collection for training and publicity:

WS continually upskills staff, both within our teaching team and in other settings. The anecdotes and notes we record of each child's learning progress is an essential part of how we impart meaningful knowledge to teachers. Information about a child will never disclose an individual's name or identifying details. Some of this data may be used for publicity purposes.

Photos, media and internet:

WS reserves the right to take and use photos and videos for learning documentation, data collection and publicity purposes. Through enrolling your child, parents give consent to photos and videos being taken of

their child, unless parents have instructed WS otherwise in writing. This is best done via email.

Children's Act 2014

All employees of WS have been deemed by the Trust to be suitable to work alongside children, and the procedures of the Children's Act 2014 have been followed. Systems are in place so that no child will be put in a vulnerable position or at risk.

Regular visitors or regular parent volunteers will undergo a police background check. WS will ensure that regular visitors have read and comply with the Visitor section of our Health, Wellness and Safety Policy.

During all WS sessions, no visitors or parent helpers will be left alone with any child, including children in their own families.

Disclaimer:

At the time of signing the enrolment form, parents confirm that they have read, understood and agreed to these Terms and Conditions.

In a situation where parents or a child have not complied with these Terms and Conditions, WS reserves the right to cancel or withdraw any child's enrolment, without reimbursement.

Fees: Holiday Programme

Upon enrolment to the Holiday Programme, parents will be emailed an invoice with payment instructions.

If your child is enrolled in the One Day Nature Programme, please also read the following sections.

Fees and payments: Wild School One Day Nature Programme, Wild Kindy

Upon enrolment parents understand that WS requires a commitment for the full school term. As your child's place has been set aside for them every week during the term, their place cannot be filled by another child if you choose for your child not to attend. Therefore parents are required to pay for the full school term, and not for individual sessions. Fees ensure Wild School is equipped to operate within their Health and Safety systems, and for that reason fees need to stay up to date.

A sibling discount is available at 20% discount for the second child. Sibling discount is for our term time programme only and not available for our holiday programmes.

A 3 week trial is available so that children can have a taste of WS. The invoice for the 3 week trial can be sent separately if preferred, and is charged at our daily fee rate.

WS fees will be emailed to parents prior to the school term beginning, and payment instructions are written on each invoice. Payment is required within 7 days of the date of the invoice. By prior arrangement fees may be paid in weekly or fortnightly installments.

We prefer internet banking. Please discuss with us if you require a different method of payment.

Interest on overdue invoices shall accrue daily, until the date they are paid, at a rate of 12% p/a. At any time where a parent's obligation, including payments, are breached or unmet, WS may suspend or terminate this agreement and your child's enrolment. WS will not be liable to you for any loss or damage that you may face because WS has exercised rights under this clause.

A child will be automatically removed from the One Day Nature Programme roll, should their fees be overdue by 4 weeks. Failure to pay outstanding fees will result in a third party collection agency being instructed to collect the outstanding amount.

School terms vary each year, and from school to school. WS will set appropriate dates and inform parents in a timely manner of the operating dates each term.

One Day Programme Administration fee:

WS charges a one-off non-refundable administration fee of \$50 (including GST) per child, which is payable at the time of receiving your child's initial application form for the WS One Day Nature Programme.

Absences, withdrawals and day changes:

By enrolling in a WS programme, you acknowledge and agree that you are committed to your child attending for the sessions booked. No-shows and cancellations cause a significant effect on our staff ratios and resourcing, our wait list, and administration. Once enrolled, you have committed to and are bound to comply with our Terms and Conditions.

No refunds are given for absences. Fees are still required even in absence.

One Day Nature Programme: Parents may desire to change the day their child attends the One Day Nature Programme. The day may be changed prior to the commencement of the new school term, or when space allows. Any change to the enrolment will be made by agreement between WS administration, teachers, the child's school and the family requesting the change of day. Day changes are made on a case by case basis, where WS deems appropriate, and if a place is available. While WS makes reasonable efforts to transfer days, a transfer is not guaranteed.

Priority: One Day Nature Programme

Currently enrolled children have priority placement for the following school term, and will be given first choice to continue with their selected day, or to change their day of attendance.

If you wish for your child to be included in the One Day Nature Programme for the following term, you will be prompted to express that to us around week 6 of the term. This allows us to make the appropriate alterations if necessary in staffing, equipment and logistics to ensure the smooth continuity of the programme. WS will make every effort to gain a response from each family about re-enrolling. If no response is given, the space may be offered to another child.

Siblings of children attending WS One Day Programme will receive priority over a new family joining WS, depending on spaces available on the day the first sibling is enrolled.

Roll:

WS takes the roll at the beginning of the One Day Nature Programme. This information is available to your child's school for their legal obligations around recording attendance.

If your child will be absent from their allocated WS day, you must notify your child's school through the usual process. Please also notify Sarah prior to 8am, on 021 1606 112. (We are also required to email a confirmation of absence to your child's school.)

On enrolment, a list of specified people who can collect your child has been noted. Any persons who are not allowed to collect your child are also listed. Parents/guardians are responsible for updating this information in writing, if circumstances change. Parents/guardians must personally notify the teacher in charge if someone else will collect your child at the end of the day.

Parent Involvement:

WS values the depth of strengths, skills and characters in our whānau community.

WS requests each child's family to volunteer an adult helper one day per term, to add to the feeling of community. Parents often find this a real highlight, as they get a deeper understanding of what their child is experiencing at WS. At the start of the term, a Parent Helper calendar will be sent to parents, with a list of

what to bring attached.

We welcome parents/family members over the age of 18 who have specific skills in bushcraft, nature experiences, local history, Māori tradition and culture, woodwork, or resources or hobbies that you are willing to share with the group. Visitors to the programme must be scheduled in advance, please email us in advance to arrange. All visitors will comply with our Visitor Policy, where they will at all times be in sight of a staff member where children are present.

Our Child Protection Policy states that no parent/guardian/helper who is currently under investigation for offenses in relation to a child or young person, or has a conviction for offending against children or young persons, will be permitted to join our group for our sessions. Prior to a parent helper joining us for the day, they are emailed an outline of our daily routine, rules and guidelines. Parent helpers sign that they are clear of any investigation or convictions, and agree to abide by WS policy.

Some parents or grandparents may wish to become a regular parent helper. We welcome support with specific tasks, or throughout the day. We are also very grateful for parents who share their professional support with us. If you would like to assist regularly, please speak to Sarah or Morgan.

Donors and Donations:

We are extremely grateful for parents and businesses that wish to donate or sponsor WS. This may be in advice, services, product or financial donations. We also offer a 'buy one, gift one' donation where you can sponsor a child's full term programme. As we are a registered New Zealand Charity, donations can be claimed as tax credits at the end of the financial year. See the IRD website for their conditions. If you would like to support, please email us!