



# After School Program Information Pack

This Info Pack is to provide you with more information on our After School Program, if you have any further questions, please don't hesitate to contact us.

## Key Contacts:

### Rhys Smith

Owner

Email: [rhys.sanbah@gmail.com](mailto:rhys.sanbah@gmail.com)

Mobile: 0409 604 029

### Megan Farrar

HR and Operations

Email: [megan.sanbah@gmail.com](mailto:megan.sanbah@gmail.com)

Mobile: 0427 077 702

## Location Details:

**Phone:** (02) 4925 2979

**Email:** [info@sanbahgrindhouse.com](mailto:info@sanbahgrindhouse.com)

**Address:** Shop 35, Marketown Shopping Centre, CNR Parry St & Steel St Newcastle West 2302



## What to bring:

- Snack. The program is an active session so we ask that you pack kids a snack for after school. Please don't pack any nut products for the program.
- Water bottle
- Skate gear. If you haven't hired equipment, kids can bring their own gear. Helmets are required and we also suggest knee and elbow pads and wrist guards. Skateboards are supplied free so that kids don't need to bring too much with them. Make sure that any personal gear is marked with their name so that they don't get mixed up.

## What to expect in a session:

At the start of the session, kids will get their skate gear on and be split into groups with a specific instructor. Groups will be split between beginner and intermediate so that the instructors can help kids progress during the course of the program.

Our team of experienced skate instructors will cover the basics from correct pushing techniques, building balance skills across various transitions and building up to learning tricks and using the harder obstacles.

## **Arrival and pick-up:**

### **Arrival each session**

- Sign your child in on the attendance register - If you are dropping your child to the skatepark, please bring them to the skatepark retail area so that they can be signed in. The attendance sheets are located at the counter and one of our staff members will be there to assist you.

### **Pick-up each session**

- Sign out on the attendance register - Ensure your child has collected their personal belongings and you sign them out on the attendance register at the counter of the skatepark.
- Please notify us if you are running late for the 5pm pick-up.

Please note, children can only be collected by their parents or other authorised person/s.

Any person delegated to collect your child will be requested to show proof of identity, e.g. Drivers Licence or other photo identification card before being allowed to collect the child. This applies to people that are not standard pick-up adults that are not known to staff.

### **Please inform us if:**

- Anyone other than the nominated person/s on the registration confirmation is picking up the child.
- Your contact details or your emergency contact details have changed.

## **After school pick-up/Grindhouse Bus**

At Grindhouse, we take the responsibility of getting your child safely to our skate park very seriously. We have provided you some information below to help put your mind at ease.

### **Our Buses:**

- The bus is well-maintained and fully serviced.
- Booster seats for children under 7 years old are available on request.
- We speak to each school to arrange a 'designated pick up area' and this is marked on a map which is provided to you in your registration confirmation email.
- Our staff are easy to identify. They wear an orange safety vest, Grindhouse t-shirt and carry a Grindhouse flag.
- All children are marked off a list before leaving the school and again at the skate park before they commence the session.

### **Absences:**

If your child won't be attending an after school session, please notify us by 1pm on the day by calling 0427 077 702 or at [megan.sanbah@gmail.com](mailto:megan.sanbah@gmail.com)

## **Our Instructors:**

All of our instructors are experienced skate instructors and hold a current Working With Children Check and First Aid Accreditation.

If you wish to verify the Working With Children Check status of our instructors, please contact Megan Farrar on 0427 077 702 or [megan.sanbah@gmail.com](mailto:megan.sanbah@gmail.com)

More information regarding Working With Children Checks can be found on the Office of the Children's Guardian website.

## **Medications, Illness and First Aid:**

If your child becomes ill during the program, we will make every effort to contact you to make arrangements for your child to be collected. Our staff will complete an appropriate Illness Form that details what actions have been taken which you will be asked to sign when you pick up your child.

In the event of an accident or injury, the Accident/Injury Form will be completed by our staff. Parents are informed of the incident at pick up or if urgent, as soon as possible. Parents are asked to sign the report which is then kept on file.

In the event of an injury requiring hospital or medical treatment parents are informed and an ambulance is organised. Instructors and staff are informed of the injury procedure and all instructors hold a Senior First Aid Certificate.

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We look forward to welcoming the kids to the program. If you would like to arrange a visit to the skatepark prior to the program, please don't hesitate to contact us to arrange a time.