

Child Protection

Should there be any instance of behaviour which might raise concerns of abuse we are required by law to report those concerns. In any instance of concern the Oscar Supervisor/Assistants are required to discuss this with the Principal.

Behaviour Management

All children will be kept safe, by providing a safe and secure environment. All children will be treated fairly and staff will have a positive approach to children's behaviour. Positive reinforcement of good behaviour and a stimulating and varied programme helps to ensure against boredom. A child will be removed from the programme if extreme behaviour is harmful to other children. All children attending are required to sign a behaviour contract and our step programme will be used for any inappropriate behaviour.

Fees

Fees are expected to be paid on time. We issue accounts on every 2nd Monday and payment is due at the end of that week. All records are kept on file and a full printout is given at the end of each term, this shows details of all hours used and payments made. Failure to clear your ongoing account will result in a Collection Company being contacted.

Before and After School Care Programme fees are as follows:

Pre-paid and regular hour - \$5.50 per hour per child, casual bookings \$6.00 per hour per child

Fees can be paid to the office in a named envelope or via internet banking using the child's surname as reference. All cash/cheque payments will be receipted and recorded against each child's account.

Westpac: 03-1700-0622075-026

Please use your child/ren's surname as the reference.

When you enroll your child/ren a \$50 deposit is required before your child/ren starts attending..

Feel free to discuss with Amanda or the Principal any concerns or suggestions you may have.

Amanda can be contacted on 027 655 8104 for bookings or for any further information.

Email

amanda.murray@waitakiri.school.nz



Complaints

The school complaints procedure applies also to the OSCAR Programmes. If you have a concern/issue, you should ideally address it to the person you are concerned with. If your concern is about service delivery, or you prefer not to speak to the person of concern, you should speak to the Administrator (Amanda) or the School Principal. Concerns about a child's behaviour should be expressed to the Supervisor.

All personal information for staff or participants in the OSCAR Programmes may be sited by Ministry of Social Development Staff for the purpose of an Audit.

Waitākiri OSCAR

Learning Studio 8

170 Burwood Road

Parent Information Brochure

amanda.murray@waitakiri.school.nz

027 655 8104

Welcome to the Waitakiri Primary School OSCAR Programme

Enrolment

Please make sure that your name, phone number and emergency contact names and numbers are entered on the form, and all other relevant information (medical conditions, allergies, etc) are recorded.

Please notify the Supervisor/Administrator when details need updating. (address/phone/allergies etc)

Collecting your child

Only people listed on your enrolment form will be authorized to pick up your child/ren. All children are to be picked up at the **latest 6pm** each day. Please advise in writing if someone other than who is on the enrolment form is collecting your child/ren.

If a child is collected later than 6pm a fee of \$20 per 15 minutes will be charged.

Signing your child/ren out from After School Care

Every child is to be signed out when collected. This is essential for safety reasons and in the case of any emergency.

Before School Care

This session begins at 7.30am and children are free to go to class at 8.30am. New Entrants will be taken to their class until they feel confident to go on their own. You will need to sign your child in every time they attend Before School Care unless the Supervisor has been informed otherwise. Toast is provided with a variety of spreads each day in addition to having their own breakfast at home.



PROGRAMME RULES

- Be Kind
- Be Careful
- Be Respectful

Holiday Programme

These are available every School Holiday Period, it is a first in first served basis, they will be displayed on the Sign In/Out table approx. Week 5 of each Term. Your space is not confirmed until the full payment has been received. 7.30am to 8.30am \$5.50, 8.30am to 3.00pm \$30, 3.00pm-6.00pm \$10 per child.: A variety of onsite activities and excursions are offered as part of the programme. We have an email Data Base for Holiday Enrolments and notices please email Amanda amanda.murray@waitakiri.school.nz to be added to this.

Sick Children

Sick children are to remain away from the Before, After School Care and Holiday Care Programmes until well. If a child becomes sick during the Programme you will be contacted to collect your child.

Excursions

No excursions will take place during the Before or After School Care Programmes.



Food

We provide afternoon tea for all children. Sandwiches, muesli bars, crackers, and biscuits are available to eat. Gluten Free options available.

Water is available to drink. A drink bottle is recommended and children can refill when needed.

We promote healthy eating.

Emergencies

At least two staff each day will hold a current First Aid Certificate. You will be contacted if serious injury of your child occurs, with a request that you come to take your child to the doctor. In case of an emergency related injury, or suspected seriously broken bones etc, we will contact an ambulance and would immediately inform you. We hold regular Emergency evacuation practices during the year. In the case of an emergency requiring evacuation, staff will remain with children until all are collected from the programme.

Absences

After enrollment we expect your child/ren to attend on the days signed up for unless the Supervisor is notified, or you have made contact with Amanda text/phone 027 655 8104 or leave a message on 383 2649.

If you fail to contact the Supervisor or Administrator regarding any absences you will be charged \$20.00 extra, each time you failure to do so.

All parents are charged per hour. You will also be charged one hour each if your child/ren is absent.

Families eligible for Work and Income subsidies will be charged for all absences unless hours have been changed through your Case Worker. You will always be charged the amount Work and Income has recorded for your child/ren. It is your responsibility to contact Work and Income of any changes. If you go over your set hours you will be charged the full rate.

