

WINZ Subsidy CYF's Approved:

Waiuku Oscar Rocks is CYF approved and WINZ Subsidized. Our programmes are affordable, varied and heaps of fun. You may be entitled to a full or partial subsidy for out of school and holiday care programmes participation. Contact WINZ office or applications can be completed online at: www.workandincome.govt.nz, Phone: 0800 559 009 to find out if you're eligible.

ABSENCES:

If your child is absent for any reason contact the **Programme Supervisor: 021 077 2019** or

Contact Manager on: 027 255 7316 or **After hours: 09 235 5242. Email: grac13@extra.co.nz**

If we have not been notified and your child does not arrive, we will do everything to locate them. At first instance we will contact you if there is a problem. Your **CHILDS SAFETY IS PARAMOUNT TO US.**

BEFORE SCHOOL CARE:

Before school starts at 7am to 8.30am. This programme is available to selected schools in the Waiuku region. We will leave the programme in enough time to their schools. Breakfast is also available.

AFTER SCHOOL CARE:

We pick children up from school. They arrive at the facility and are signed in and have play time or homework.

Children are provided afternoon tea. Children are put into groups for organised activities. Roll call is taken and the children are given the choice of a range of activities. This is classed as free play. While children are waiting for parents to arrive, they are given some quiet activities or games to do, or they can participate in supervised outside play. We will cater for children who require special foods eg: gluten free products. Occasionally we have different food for special occasions. Please indicate on the enrolment form if your child has any food allergies.

COSTS: \$5 per hour

ENROLMENT/FEES: Fees are charged at the end of each week for days your child/ren are booked. Absence fees will be charged if the programme is operational and your child does not attend. For children who are expected to be absent for a period of five days or more absence fees will apply.

An enrolment form must be completed prior to your child commencing with our program. Your child's enrolment form rolls over each year unless you advise otherwise that you have change of days or that our services are no longer required. Refer to schedule for all fees.

To operate efficiently we ask that fees be paid by the Friday of the following week and administration late fees will be charged if they are not paid by the due date. Fees can be paid by cash, cheque or Internet Banking into our account.

WAIUKU OSCAR ROCKS - BNZ Waiuku 02 0404 0212309 02 Fees are tax deductible. A tax receipt will be issued in April each year. Fees may be subject to change. Any unpaid fees will mean that then debt is transferred to a Collection Agency and any Collection Agency and any collection fees added to the outstanding balance.

HOURS: 7.00am - 8.30am and 3-6pm

AFTER SCHOOL PROGRAM:

3.00 - 3.30pm Children arrive & attendance sheet signed in / afternoon tea.

4.00 - 5.00pm Homework and free time for organised games and activities

5.00 - 6.00pm Roll call, pack up and quiet activities. Children signed out.

BEHAVIOUR MANAGEMENT:

We have a behaviour policy in place. Firstly a child is asked to refrain from negative behaviour. If they do not they are removed from the activity. If the behaviour continues they will be given time out and then a written apology to explain their actions. If the child's behaviour becomes worse we will meet with parent or caregiver to discuss and work out a possible solution. If the behaviour becomes consistently harmful to the child or others we will have to insist other means of counselling and the child be removed or suspended from the programme.

SUPERVISION:

A minimum of two Staff are required to be on duty at every programme.

SHORT DAYS / TEACHER ONLY DAYS:

Please advise the programme Supervisor if school has a teacher only day for any reason ie: parent interview day we will expect your child to attend after school.

TRANSPORT:

We drop off and collect your child from selected schools in the Waiuku region from 2.40pm to 3.00pm. To avoid delays, children need to be ready at pick up points and safely seated in the vehicles. We expect good behaviour while children are in transit. Programme vehicles are maintained and have current registrations and warrants. Drivers must hold full licences.



COLLECTING YOUR CHILD AND SIGNING OUT: If you decide to withdraw your child from our services we require one weeks notice in writing. If a person arrives to collect your child whose name is not on your enrolment form, then we are obliged for your child's safety to keep them in our care until you have been located for consent. To save the embarrassment for all concerned, we would appreciate prior notification from you on this matter. Please remember that the program closes at 6.00pm. A continued late pick up will incur a late fee of \$5.00 per minute at 6pm. All children MUST be signed in and out by staff, care giver or parent.

POLICIES AND PROCEDURES:

A copy of this manual is at the programme and made available on request. It contains detailed information on health and safety, behaviour management, making complaints, employment practices, allegations of abuse, emergencies, collections etc.

COMPLAINTS: If you have any issues you feel need to be raised, please do not hesitate to approach the programme supervisor / staff on hand if you wish to contact the programme Manager contact aft/hrs: 09 235 5242 or 027 255 7316. A copy of our full complaints policy is available on request and a complaints form.

DISPUTES: Children who attend the after school programme are the responsibility of the organisers. The school will not be drawn into any disagreement between the organiser and any parent or care giver nor will the school be responsible for the behaviour or custody of the children while they are in the care of the organisers.

EMERGENCIES AND FIRE DRILLS: Our staff are all trained to deal with emergencies and first aid. In case of a serious accident involving your child the staff will contact you and take your child to the nearest medical facility. Accidents or incident reports will be filed and first aid applied. In case of civil emergency the staff will remain at the program until all the children are collected.

HOLIDAY PROGRAMME:

We operate all school term holidays from 9am to 3pm before and after care available. We have a wide range of activities offered each day, children are positively engaged in a fun, vibrant, innovative environment, aiding your child's learning growth and social developments. Our friendly and qualified staff offer arts n crafts activities, drama, boxing, innovative games along with supervised visits to local pools, libraries and excursions. We have annual close down each our last day being 23rd December and re-opening two weeks before school starts....Please indicate on the enrolment form if you wish to receive holiday programmes for early bookings. WINZ families must have forms in early.

HOMEWORK:

Time will be set aside for homework and the children will be directed to complete it. Waiuku OSCAR ROCKS staff are not responsible for any completion of work.

PERSONAL PROPERTY:

Waiuku OSCAR ROCKS staff will accept no responsibility for loss or damage of personal items. Please ensure that the care of your child's property is discussed clearly with them, name all clothing and personal belongings. Children who attend after school program are the responsibility of the staff for the behaviour or custody of the children while they are in care.

RATIO:

The ratio of adult to children is 1-10 at least and 1-6 swimming.

SWIMMING POOLS:

We need permission if applying sun lotion on your child. Children must wear correct swim wear, sun hats, rash shirts for sun protection. Constant supervision by adults and peers is vital in or near water.

SAFE-PLAY AREAS:

Designated outdoor play areas will be supervised and barriers set up. Children are to know boundaries and supervisor whistles for attention and instructions. The School Hall is shared by other community groups, special care be taken for other groups equipment and hall must be left clean and tidy after each use. The double shed is also used for rainy day games arts and crafts storage areas..

EXCURSIONS AND TRIPS:

Supervisor will have mobile communication on hand and topped up each day. If you have any queries regarding any aspects of the trips away please talk to the program supervisor on duty.

TOILETS:

Children will be escorted safely to and from public toilets by at least two staff members. Parent / Care giver must be notified if child has soiled or wet clothes. Child will be cleaned up and changed into spare clothes.

SICK CHILDREN:

Please do not send sick children as we do not have the facilities to care for them. If a child becomes ill during the Programme hours, the parent will be notified and must collect them.

We value your comments and appreciate your support.

Thank you from Waiuku OSCAR ROCKS Management Team.