



Ponsonby
O.S.C.A.R.
 (out of school care and recreation)
PROGRAMME

PARENT INFORMATION AND RESPONSIBILITIES

To all new parents we wish you a warm welcome to the OSCAR Programme. To those of you who have been with us for a while, thanks for your continued support. The following is up to date information about the programme. Please keep this for your records and return only the enrolment page. Thank you.

Programme Location	Ponsonby Community Centre, 20 Ponsonby Terrace, Ponsonby		
Programme Hours	Holiday programmes	7 am to 6 pm	
	After school	3 pm to 6 pm	
Phone Numbers	PCC Office	Ph: 378 1752	Fax: 378 8306
	O.S.C.A.R.	Ph: 376 7019	Mobile : 021 0223 1691 (business hrs)
Email Address:	info@ponsonbycommunity.org.nz		
Centre Manager	Robert Matamu		
Programme Supervisor	Nane Katia		
Programme Assistants:	Anushka Kariyawasam, Naressa Gamble, Letti Taito, Chris Toparea-Katia		

GENERAL INFORMATION:

We aim to create a safe, happy, homelike environment for your children with a wide variety of activities and games to choose from both indoors and outdoors. A quiet space is available for homework to be done. Please notify the Supervisor if you wish your child to do homework while at the Centre.

Newly enrolled families are urged to visit the programme before the first day of attendance. This provides an opportunity for children to meet the staff and become familiar with the surroundings. All programme policies may be viewed upon request. Please check the parent notice-board for important notices. Newsletters and receipts are placed in the blue pockets hanging on the OSCAR room wall. Please check these weekly

Please feel free to discuss your child with the Supervisor at any convenient time. Often the comments that children make at home may not have been raised at the programme, so this kind of feedback is important for the staff to hear.

A generous afternoon tea is provided and included in the above fees for After school care.

The programme will commence earlier, if there is sufficient demand, for: parent interview days and end of term finishes. Teacher only days will be catered for with a full day programme as are school holidays, subject to demand.

The programme is CYF approved which means that eligible parents can access the OSCAR childcare subsidy.

FEES: (effective from 22nd October 2007 – subject to change)

DAYS PER WEEK	AFTER SCHOOL CARE	
	NUMBER OF CHILDREN	
	1	2
1	\$15	\$28
2	\$30	\$56
3	\$45	\$84
4	\$55	\$105
5	\$65	\$127.50

Low income families can apply for a Government Subsidy. Applications forms are available at the office and from the Programme Supervisor.

FEE POLICY:

All fees paid will be receipted, parents are asked to pay any fees owing one week in advance. There are numerous options for payment.

§ Cheques - payable to: **Ponsonby OSCAR** and handed to the Office.

§ Payments by cash, EFTPOS or credit card can be made at the office during business hours.

§ Internet banking or direct credit into our bank account. Name: **Ponsonby OSCAR 12-3019-0455535-04**

Fees will not be allowed to be in arrears beyond a month. All costs for the collection of overdue fees will be paid by the parent/s. If you are having trouble paying the fees, please contact the Centre Manager as soon as possible to discuss the matter.

! Regular bookings that fall on public holidays will be charged for at the regular rates.

! Casual absence's e.g. due to illness, going to play at a friends, will be charged at the regular rate.

! Planned absences - If 7 days notice is received in writing, fees will be charged at half the usual rate (retainer fee).

! **Late pick up charges will be made as follows:** After 6.00pm a charge of \$1 per minute will be made for every minute that the child remains at the programme. This is payable with your weekly fees. Two staff members will remain with the child until collection

CASUAL BOOKINGS:

Are welcome, subject to the availability of spaces. Confirmation of attendance needs to be made by 2pm on the day being booked for After School and before 6pm the day previous for Before School. Payment must be made on the day and will be charged at the usual rate. Please remind your child to be at the pick up point at school.

ABSENCES:

If your child is not attending on a usual day, this must be communicated by the parent or guardian by 2.00pm that day. It is time consuming for programme staff to be searching a school for your child. In any case, you will be rung if your child was not at the collection point. If your child is coming an extra day, this must also be communicated to us by 2pm.

SCHOOL COLLECTION POINTS:

Check with Programme staff as to where the school pick up place is. *Be sure that your child knows the pick up place and is there promptly after school and please inform the school and your child's teacher when starting with the programme.*

PERSONAL DETAILS:

All records kept by the programme are confidential. The privacy of children's personal details will be respected at all times. Any changes of an address, phone numbers etc. must be communicated to the Supervisor promptly.

ATTENDANCE RECORDS:

The roll is taken each afternoon. Parents/caregivers are expected to sign the sign-out sheet upon collection of your child.

LEAVING CENTRE GROUNDS:

No child is allowed to leave the Centre grounds without the supervision of an authorised caregiver. Please refer to the Programme Policy folder.

SUPERVISION:

Children will be supervised at all times according to the following ratio guidelines:

At the venue: 1 adult to 10 children

On excursions: 1 adult to 8 children

Water activities: 1 adult to 5 children

Staff will explain clearly to children the programme boundaries for indoors and when outside or on excursions.

MISSING CHILDREN:

If a child is missing, the following procedure will be followed:

- Staff will conduct a thorough search
- Parents will be contacted, or emergency contacts if the Parents are unavailable.

ACCIDENT PROCEDURE:

The Programme Supervisor will be qualified in first aid. In the event of an accident:

- Staff will immediately inform the programme Supervisor.
- Appropriate first aid will be administered
- If a serious injury occurs, parents will be notified and an ambulance will be called or the injured child will be transported by van to the nearest A&E clinic.
- A report will be completed in the incident folder which the parent must read and sign.

ILLNESS AND MEDICATION:

- No sick children will be admitted to the programme
- If a child becomes ill during the day, they will be comforted and observed and reassured by staff and parents will be notified.
- If a child is to be administered medication, the parents must put the information in writing with times and dosages and the medicine must be clearly labelled.

TRANSPORTATION AND TRIPS:

- In most cases, children will be transported to and from the Centre in the Centre vans. Seat belts must be worn at all times. Permission for pick up in the Centre vehicle must be given at enrolment.

SPECIAL NEEDS:

- The programme Supervisor must know of any special needs that a child may have.
- Children with disabilities will be accommodated wherever possible depending on requirements, staffing and the nature of the physical environment.

LOST PROPERTY:

- It is the child's responsibility to look after their property.
- Any items left at the end of the day will be placed in the lost property box in storage cupboard by sign out area. Please check this regularly if your child has lost items.
- Lost property will be displayed each term and items left over are given to charity.

DAMAGE TO CENTRE PROPERTY:

Wilful or deliberate damage to centre property or facilities will be the responsibility of the parent. The parent may be requested to pay for the cost of repair or replacement.

EQUIPMENT/MATERIAL NEEDS:

If you are throwing anything away, think of us first. We are open to recycling materials e.g. paper, magazines, old appliances. Check with the Supervisor on our current requirements.

REGULATIONS:

Our programme is approved by the Children, Youth and Family Service and Auckland City Council Leisure Services. A comprehensive policy file is available on site.

PARENT ADVISORY GROUP:

Parents meet once a term with the Supervisor and Centre Manager to discuss the programme, to provide feedback and support. If you would like to attend these meetings, please contact the Supervisor



OUT OF SCHOOL CARE TERMS AND CONDITIONS

I/we agree and acknowledge:

1. Only enrolled children will be accepted into care. Enrolment is complete when the form is filled in, signed & returned to the Programme Supervisor.
2. To collect children from the Centre **no later than 6.00 pm** each day and to advise the Supervisor if someone other than the appointed person/s will be collecting your child. People authorised to collect your child must be written on the enrolment form. Your child will not be released to anyone you have not authorised.
3. To pay fees 1 week in advance or if casual, upon collection of the child/ren that day. If fees are 4 weeks or more in arrears, we acknowledge that the service will be withdrawn and we agree to pay all costs associated with the collection of overdue fees.
4. Any disagreements regarding fees charged are to be addressed to the Centre Manager.
5. To advise the Supervisor on each occasion a child will not be attending before 2.00 pm that day for After School and before 6 pm the previous day for Before School care. You must pay for the days that your child is booked whether he/she attends or not (including public holidays). A retainer fee of 50% of usual fees will be charged for 1 weeks notice of absence.
6. To advise the Supervisor of any situation which may disturb the child/ren and/or any medical or other relevant condition.
7. Ensure children know where to wait for school pick-ups and inform the school if they are new or casual attendees.
8. Behaviour which is consistently harmful to others may result in dismissal from the programme after possibilities have been explored.
9. To immediately advise the Supervisor of any changes to your contact details, authorised collectors or emergency contacts on the enrolment form. **NB: only listed people will be permitted to collect your child**
10. That the Supervisor may arrange any necessary urgent medical treatment at my/our cost.
11. That sick children will not be accepted into care.
12. That any concerns or complaints should be reported in the first instance to the programme Supervisor and/or the Centre Manager. If unsatisfactory, contact should be made with the Chairperson of the Centre Board
13. That I may request copies of the policies which are available in the OSCAR room and the Office.
14. All care will be taken to provide supervision of children attending the programme in accordance with the Government standards and guidelines. I acknowledge, however, in signing this form that neither the Management of Ponsonby Community Centre, nor its employed and volunteer staff, will be liable for any loss or damage arising (by way of accident, injury, theft or otherwise) out of attendance at the programme.

Please sign the enrolment form to signify your agreement with these terms and conditions



O.S.C.A.R. (out of school care and recreation) ENROLMENT FORM

CHILD'S NAME:						Sex: M / F	
ETHNICITY: <small>for stats only</small>				Iwi/Hapu:			
HOME ADDRESS:							
HOME PHONE:				AGE:	D.O.B.		
CHILD'S SCHOOL							
Caregiver DETAILS:	NAME:						
	PLACE OF WORK:						
	WK PHONE:			Mobile:			
	Email:						
Caregiver DETAILS:	NAME:						
	PLACE OF WORK:						
	WK PHONE:			Mobile:			
	Email:						
EMERGENCY CONTACTS	NAME:			PH:			
	RELATIONSHIP TO CHILD:						
	NAME:			PH:			
	RELATIONSHIP TO CHILD:						
PEOPLE AUTHORISED TO COLLECT CHILD <i>other than those named above</i>	NAME:			PH			
	NAME:			PH			
	NAME:			PH			
	NAME:			PH			
	NAME:			PH			
MEDICAL CONDITIONS:							
PERSONAL INFORMATION <i>(special needs, custody etc)</i>							
BOOKING TYPE: <i>(Please circle)</i>	PERMANENT		CASUAL				
DAYS ATTENDING:	AFTER SCHOOL		MON	TUE	WED	THUR	FRI
	Is school pick-up required?						
TRANSPORT:	I am applying for the childcare subsidy			YES	NO		
WINZ Subsidy				YES	NO		
STARTING DATE:							

I/ we have read, understood and agree to the Terms and Conditions of the Out of School Care Programme.

Signed: _____

Date: _____