

It's time for lots of fun at your best out of school care under the rainbow!



Come join us and see It's always About the Kidz!

**For enquiries & bookings contact our friendly staff.
We are here to help you!**

**Our Lady of the
Rosary: 027 616-0235**

CYF Approved WINZ Registered Staff Police Vetted

Important Information Booklet for Parents

P O Box 56078 Tawa Wellington 5249
Email: aboutkidzoscar@xtra.co.nz
www.aboutkidzoscar.com

About
Kidz Oscar
Your best out of school care under the rainbow.

Welcome

Dear Parents and Caregivers

The About Kidz Oscar team would like to take this opportunity to welcome you and your children to our fantastic Before and After School care service.

We hope that your child(ren) have fun and enjoyable time while attending our programme.

Our team is looking forward to providing your child/children with a fun and enjoyable experience before and after school.

About Kidz Oscar would like to once again acknowledge the Ministry of Social Development for their ongoing support and funding towards the running of this programme.

Kindest Regards

Sarah Thomson and the About Kidz Oscar Team

About Kidz Oscar "OLR" Programme

Our before and after school care programme is based at:
OLR Primary School, Wainui Road, Lower Hutt.

We offer a wide variety of activities for the children to participate in during all our sessions. All are provided in a safe, fun and stimulating supervised environment which caters for children 5-13 years of age.

Children attending our programmes have access to a full range of sports equipment, games, along with computers and a Xbox or a PS2. All the computers, PS2 and Xbox have age appropriate games available.

All planned activities are able to be modified to cater to the individual ability and age of the children attending.

We promote a "positive" environment where all children and staff are treated equally and with respect. All children who are enrolled will respect themselves, their peers, their physical environment and resources, and the OSCAR staff.

All staff actively supervise children and take the lead in planned activities. At no time will the staff/child ratio exceed 1:10.

All our staff are police vetted and your child(ren) will be attending a CYF approved programme.

Our hours of operation are:

7am to 8.30am, each weekday that the School is open for instruction.

3pm to 6pm, each weekday that the School is open for instruction.

We are closed Public Holidays.

All children who are enrolled at "About Kidz Oscar" will have available to them the guidance, resources and space needed to:

- ~ have breakfast in the morning or a light snack and a drink in the afternoon
- ~ have the opportunity to take part in some form of exercise either indoors or outdoors
- ~ participate in some creative activity
- ~ do their homework
- ~ have some quiet time

At our After school care programme we offer the availability of a "HOMEWORK CLUB", which is supervised by our staff. Children are encouraged and rewarded for becoming an About Kidz Oscar "Homework Star".

Enrolment Information

How to enrol:

Visit Our before and after school care programmes situated at:
• OLR Primary School, Wainui Road, Lower Hutt.

Phone One of our helpful staff on:
• OLR (027) 616-0235

Email aboutkidzoscar@gmail.com

If you require extra enrolment forms for additional children they can be copied from the one included in this booklet or they can be posted or emailed to you on request.

Return to:

Supervisor At our before and after school care programmes situated at:
• OLR Primary School, Wainui Road, Lower Hutt.

Post About Kidz Oscar Ltd, P O Box 56078 Tawa, Wellington 5249

Email aboutkidzoscar@gmail.com

Ensure to complete and return the enrolment form before your child(ren) attends their first session. All details must be completed and one enrolment form must be completed for each child enrolling.

Fees Information

Payment of Fees:

Fees for regular enrolments are payable at intervals arranged with the OSCAR Supervisor but are to be in advance e.g. fortnightly, monthly, or once a term.

All fee payments are to be paid in advance.

Per Session per child	Times	Daily Fee
Before School Care (each child)	7.00am-8.30am	\$12.00
Before School Care (Casual)		\$ 13.00
After School Care (each Child)	3.00pm-4.30pm	\$13.00
After School Care (casual)		\$ 14.00
After School Care (each Child)	3.00pm-6.00pm	\$17.00
After School Care (casual)		\$18.00

To make a payment you can choose one of the following options:

- Cash—payment to the "Programme Supervisor"
- Cheque— made payable to "About Kidz Oscar"
- Internet Banking—**ASB 12-3223-0087768-00** (last name as a reference)

WINZ Information

About Kidz Oscar is a CYF approved programme and parents/caregivers may be eligible to apply for an OSCAR subsidy for before and or after school care.
For further information contact WINZ on: 0800 559 009.

If you will be using the WINZ subsidy to help pay for your enrolment then you must:

- Complete a enrolment form for each child.
- Drop these enrolment forms into our programmes along with your WINZ application form (we can supply this form if you require one) so the Supervisor can complete the provider section.

Enrolments will only be confirmed once About Kidz Oscar has received a letter of notification from WINZ confirming subsidy amount.

Important Programme Information

Breakfast of cereal or toast and spreads can be provided at no extra cost to those children who require it at our "Before School Programme Care".

Afternoon tea is provided for all children attending our after school care programme. Fruit and a drink is also provided to accompany afternoon tea daily.

Absences:

Every effort needs to be made to advise the OSCAR Supervisor if children will not be attending the day(s) they are expected. Please phone before 7am and leave a message for before school care, and before 2pm for after school care. If a child attends both sessions, only one notification is needed. Messages can be left on **027 616 0235** outside operational hours. Please state your child's name and reason for not attending.

What your child needs to bring EVERY day:

- Wear appropriate footwear for that days activities, e.g. sneakers for sport.
- Hat, sunscreen, long sleeve top and jacket.

About Kidz Oscar has sunscreen on site and will get children to reapply sunscreen during the day. If your child has sensitive skin, please provide an alternative that is named for us to use.

If a child arrives with no sun hat "About Kidz Oscar" may have spares for the child to use, but parents will be charged \$1.00 per day of use to cover the washing of the hat.

Late Pickup:

Parents will be charged the "Full Programme Session" cost if a child is not picked up from the programme within 15 minutes of the finishing time of the first programme session of 4.30pm.

Pickup after 6.00pm closing:

Parents will be charged per child for late pickup after closing. The Programme Supervisor has the discursion of charging a one off family amount.

The charges will be:

\$10.00 per child between 6.00pm-6.15pm, with the addition of **\$1.00** per minute per child after that.

This fee is payable on the day to the programme Supervisor.

Cancellations and Refunds:

About Kidz Oscar requires 2 weeks notice for any permanent changes to enrolments once received.

About Kidz Oscar requires 2 weeks notice of cancellation of an enrolment.

Once an enrolment has been received About Kidz Oscar has the right to charge for all absences. These are days a child/children are enrolled as per the enrolment form but do not attend for any reason i.e. illness, change of circumstances etc.

All conversations associated to the cancellation of an enrolment or any reductions you want to make to the enrolled days are to be directed to the programme supervisor or the owner in person on **0276160235**.

If you do not inform the Supervisor or owner personally of a cancellation of enrolment or reduction in days of attendance **you** will be charged the full cost of the original enrolment regardless of your child's attendance at the programme.

A refund for absences due to illness will only be considered on the receipt of a doctors certificate.

All refunds associated to cancellations, reduction of attending days or absences due to illness etc. will be made at the discretion of About Kidz Oscar's Owner.

Medication:

If any medication is needed for your child, it must be handed to a staff member upon arrival at the programme and the prescribed dosage must be entered on a "Medicine Consent" form by the parent/caregiver. No medication is to be left in the child's bag for safety reasons.

Notification of non-attendance must be made **before 8am** for before school care and **before 2pm for after school care** on the scheduled day of attendance.

Policies:

Programme polices are available for viewing on request from the programme Supervisor. Polices are reviewed regularly.

Compliments, Concerns and Complaints:

Should parents have any compliments, concerns or complaints that they wish to pass on, in the first instance they must talk with the Supervisor. If the situation is not rectified to the parents' satisfaction, then please discuss the matter further with the Owner.

If there are any problems or issues, please let us know, so we can sort them out immediately.

General Information

It is the parent or caregivers responsibility to ensure their child arrives to and from the venue safely. It is also the parent or caregivers responsibility to ensure their child is signed in and signed out on the "Daily Attendance" sheet everyday.

All WINZ subsidies are paid directly to About Kidz Oscar.

All Parent/caregivers enrolling a child are legally and personally liable to pay any outstanding amount owing (not covered by a WINZ subsidy) for fees associated to that enrolment. If an application for a subsidy is not granted you are personally liable for any outstanding amount and it is your legal obligation to pay any outstanding amount accumulated during the application process.

All fees must be paid in full by the end of each term for Before and After School Care other wise your child(ren) may be unable to return.

Be aware and understand that About Kidz Oscar has the legal right to recover all unpaid fees in a way About Kidz Oscar deems fit. You will also be liable for all recovery costs associated to those fees.

About Kidz Oscar Ltd will take and use all reasonable action to keep your child and their property safe while they attend the programme. However About Kidz Oscar Ltd or it's staff take no legal responsibility for any injury sustained or loss of property that may occur.

On the enrolment form you have given your permission for About Kidz Oscar to seek medical assistance for your child(ren) should they require it, or in case of an accident or an emergency.

Please ensure that all your contact information for your child(ren) is always up to date. In case of an emergency all effort will be made to contact you first. In the event you can't be reached your Emergency contacts will be contacted.

Information will also be needed about who will be authorised to pick up your children from the programme.

Positive behaviour management techniques are used in our OSCAR programme. If children "make bad choices", the consequences are the same as they are at school or home.

Violent or disruptive behaviour that interferes with the safety and well-being of any other person, being staff or children at our OSCAR programme will not be tolerated.