



*We love experiencing new and exciting adventures together.*

Creating a happy and enjoyable space for children to play and gather is of utmost importance to us.

## OSCAR Programmes

Our programmes are located at:

- ◆ Kaiapoi Borough School, Hilton Street, Kaiapoi,
- ◆ St Patrick's School, Fuller street, Kaiapoi
- ◆ Amberley Tennis Club, Douglas Road, Amberley North

Our programmes consist of:

- Before School Programme;
- After School Programme;
- Holiday Programme

OurKidz NZ OSCAR is a member of the Christchurch OSCAR Network. We are fully approved by Oranga Tamariki, Ministry for Children, and are able to offer parents the opportunity to apply for an OSCAR subsidy from Work & Income.

Our staffing team are a proud group of individuals, with a passion for children and the provision of a safe and secure environment for children while in our care. It is with great pride that we are able to provide this service to

**OurKidz NZ  
OSCAR**

PO Box 76009  
Northwood, 8548

**Telephone:** 03 327-7470

**Mobile:** 0210 274-6031 (Debbie) or

**E-mail:** ourkidz.oscar@outlook.com

**Website:** <https://www.ourkidz.co.nz/>

**Facebook:** <https://www.facebook.com/OurkidzNZ/>

**Instagram:** <https://www.instagram.com/>

**OURKIDZ  
NZ OSCAR**

## OSCAR Programmes



*Caring for primary school aged children.*



*Outdoor play spaces in our school are great for the tamariki.*

**Tel: 03 327-7470**

# Parent Information:

## Enrolment

Enrolment forms are required annually for Before and After School care, and one for each holiday programme. A non-refundable holding fee of \$17.00 is required, per child, which must accompany the enrolment form. The programmes enrolment is finalized upon completion of the required programme Enrolment Form. Please inform staff of any changes to your enrolment details. It is essential that we have up-to-date information at all times. Parents are required to inform of any allergy and/or dietary requirements to the programme supervisor. Any changes to care or withdrawal from OSCAR require a **two week notice period**. Stat days are charged at normal rates and 50% vacation charges apply during your children's enrolled days, if notification is received **two weeks prior** to vacation taking place.

## Absences

Once your child is enrolled, we expect him/her to be at the programme unless we have been notified by the parent/caregiver. If we have not been notified and your child does not arrive we contact you in the first instance. **Your child's safety is paramount to us!** Please phone Debbie 021 0274 6031 for any absences from the programme. If absences are not notified by 9.30am for the holiday programme, at the earliest for the Before School Programme and by 12 noon for the After School Programme, on the day your child is enrolled, a \$20.00 fee will apply.

## Signing your child in / out

Please ensure you sign and record the arrival and departure times on the daily attendance sheet of the programme your child attends. The supervisor/staff member will record the arrival times of children at the after school programme.

## Programme Hours

Before Programme Hours – 7am to 8.45am;

After School Programme Hours – 2.45pm to 6pm Mon to Fri and 3pm to 6pm Mon to Fri (surrounding schools)

Holiday Programmes Hours—7.30am to 3pm (half day) or  
7.30am to 5.30pm (full day)

## Programme Fees\*\*

- Before School care is charged at \$8.00 for the first child and \$7.90 for siblings per morning;
- After School care is charged at:
  - **2.45pm finish**—\$16.30 for the first child and \$15.90 for siblings per afternoon
  - **3pm finish**—\$15.00 for the first child and \$14.70 for siblings per afternoon
- Holiday Programmes are run in sessions. The half day session is charged at \$35.00 for the first child and \$34.30 for siblings per day;
- Full day Holiday programmes are charged at \$50.00 for first child and \$49.00 for siblings per day.

A non refundable holding fee of \$17.00, per child, is to accompany the enrolment forms when submitted. Once your child/children are enrolled but do not attend the programme, the normal billing charges apply. Should the child be away on holiday and a **two week notice** has been received, 50% fee will be charged during this time. Bills will be issued to parents at the end of each week and payments to be submitted the following week. Payments can be submitted to the programme coordinator / supervisor and cheques made payable to OurKidz NZ. Late payments of bills will incur a 10% charge of the outstanding customer balance. Per week Should legal action be required, these costs will be incurred by the parent.

## Food provision

Afternoon tea will be provided by the After School programme, however children are required to bring a packed lunch from home during the Holiday Programme. Morning and Afternoon tea will be provided at the programme.

## Behaviour management

We use behaviour management techniques that encourage positive self-esteem. It is our goal to ensure that children, family and whānau experience an environment where they are safe, secure, respected and their dignity is protected. This is done through the use of positive corroboration and a stimulating and varied programme to ensure against monotony. Every effort will be made to assist your child to settle into the programme. However, if a child's behavior is consistently harmful to themselves, other children or staff, parents will be requested to remove him/her from the programme.

## Sun protection

Sunscreen is provided at the programme, however parents are required to provide sunscreen if their children have allergies and require a medicated sunscreen for their child's skin condition.

## Policies and Procedures

Please see the programme supervisor if you wish to review our **Policies and Procedures**. It contains detailed information on enrolments, health and safety, making complaints, employment practices, etc.

Please visit our website, <http://ourkidz.co.nz/> for a full copy of policies to review at your leisure.

## Emergencies

Our staff members are trained to deal with emergencies. In the case of a serious accident involving your child the staff will contact you and take your child to the nearest medical facility. In a civil emergency the staff will remain at the programme premises until all children are collected unless instructed otherwise by authorities.

## Child safety

The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the Department of Child, Youth and Family Services.

## Complaints

The programme has a complaints procedure. If you have any concerns please approach the supervisor/coordinator and they will be happy to be of assistance to you.

If you wish to report a serious concern, you may contact the Department of Child, Youth and Family Services at 0508 FAMILY (0508 326 459).

## Sick children

Please do not send sick children along to the programme, as we do not have the facilities to care for them. If a child becomes ill during programme hours, parents will be called and requested to collect them. If you have any queries or concerns, the coordinator/supervisor is available for you.

**OURKIDZ NZ OSCAR**

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Northwood, 8548  
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**\*\*Fees subject to change  
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