



## OSCAR at Halswell Before and After School Terms and Conditions

As at May 2017

Oscar at Halswell provides a safe, organized, fun and above all, quality out of school care programme, which caters for children's different ages, gender, cultural and religious backgrounds while attempting to encompass individual needs and interest. Staff are carefully selected to meet the high standards of programme delivery set by the programme Supervisors and Committee.

### HOURS

Before school: 7.30am – 8.30am  
After School: 3.00pm – 6.00pm

### ENROLMENT

- **An Enrolment Form** must be filled in for each child attending our Before and/or After School Programme. For new Enrolments, this form can be completed and returned to us via email at [halswelloscar@gmail.com](mailto:halswelloscar@gmail.com) or returned to any of our Oscar staff during programme hours. You will be added to our waiting list and advised by our Administrator once a position becomes available.
- **The Enrolment Form** must show emergency contact details.
- **Anyone other than parents/caregivers** authorised to collect a child/children, must be noted on the Enrolment Form.
- **Already enrolled** - For those who have had a permanent placing in the previous term, the booking will be rolled over from term to term unless otherwise advised by the parent/caregiver. Please refer to Fee's section regarding payments by the end of each billing period.
- **Please note** preference is given to siblings of children already attending our Programme.
- **A one off Enrolment Fee** of \$15.00 per family will be required on initial enrolment into the Programme.
- **Attendees designate the days** of the week they will be attending on enrolment – i.e. they can attend any week day/s on a permanent basis – this may be from one day a week to all five. They will be expected at OSCAR at Halswell on those days unless previously notified by a parent/caregiver.

## **FEES**

Morning: \$ 6.00 per session per child  
Afternoon: \$ 18.00 per session per child

Fees will be reviewed from time to time and any adjustment will be notified to the parent/caregiver at least 2 weeks in advance.

*Fees are our main source of income.* To operate efficiently we require payment of these invoices within 10 working days of receipt of the invoice.

Families are welcome to make weekly/fortnightly payments if they wish. If you do want to pay in instalments, please email [halswelloscar@gmail.com](mailto:halswelloscar@gmail.com), once you have received your first invoice.

If WINZ subsidy is applicable, the parent/caregiver portion of fees must remain current and be cleared each billing period. Any trouble meeting these obligations must be notified to the OSCAR Administrator immediately.

**If payment is not received by the end of the next billing period, your child will no longer be able to attend our Oscar Programme.**

The parent/caregiver is liable for all costs and incidental expenses incurred by OSCAR in recovering any amount owed to OSCAR by the parent/caregiver, including costs on a solicitor-client basis.

## **CANCELLATIONS**

Credits will be given for absences of more than 5 consecutive days up to a maximum of 10 consecutive days, subject to notification in writing 2 weeks prior to the absence.

For absence's over the 10 days, normal rates apply and payment will ensure your child's placement continues.

Due to the extensive waiting list and the cost of staffing, we cannot hold positions open for longer than the 10 day period.

OSCAR will charge for all school days allocated at the beginning of a school year. No refunds will be processed due to closures (e.g. weather conditions, teachers only days, etc).

## **TERMINATION**

If you no longer require Oscar care for your child/children, **two weeks' notice is to be given in writing** to the Administrator, with fees payable up to the end of the two week notice period.

The OSCAR committee reserves the right to cease/refuse any child/childrens attendance on the programme should it be deemed necessary.

## **ABSENCES**

Once your child is on our roll, we expect him/her to be at the programme unless we have been notified by the parent/caregiver. Making a quick phone call or text to advise us of your child/childrens absence to **0274 181 786** would be much appreciated. If we have not been notified and your child does not arrive, we do everything we can to locate him/her.

Non-attendance will be charged at the normal daily rate.

## **COLLECTION OF CHILDREN**

If a person arrives to collect your child whose name is not on your enrolment form, then we are obliged (for his/her safety) to keep your child in our care until you have been located for consent. To save embarrassment for all concerned, we **need** prior notification from you on this matter.

Children must be collected from Oscar **no later than 6.00pm** each day.  
A late fee of **\$20.00 per 15 minutes**, or part thereof, from 6:00pm will be charged.

## **SIGNING YOUR CHILD IN AND OUT**

Each day, it is essential that you sign your child into the Before School Programme. You will also have to sign your child out on the daily roll when you collect your child. Sign in and sign out procedures are part of the MSD (Ministry of Social Development) requirements. We will not accept duty of care until children are signed in. (Similarly, this applies to Holiday Programmes also). The duty of care for After School and Holiday Programmes ends when all children are signed out at the end of each day.

## **EMERGENCIES**

Our staff are trained to deal with emergencies. In the case of a serious accident involving your child, staff will contact you and take your child to the nearest Medical facility. In a Civil Defence Emergency the staff will remain at the Programme until all children are collected.

## **CHILD SAFETY**

The Programme has a detailed Child Protection Policy, which includes the reporting of any suspected abuse to the Department of Child, Youth and Families Services.

## **BEHAVIOUR MANAGEMENT**

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

The cost of repairing accidental or intentional damage to property by a child will be invoiced to the parents account.

## **CONTACT DETAILS:**

OSCAR at Halswell phone/text: 0274 181 786  
OSCAR at Halswell Email: [halswelloscar@gmail.com](mailto:halswelloscar@gmail.com)

To contact a supervisor at the Halswell School Oscar, a message can be left at any time. Where required, calls will be returned between the hours of 4.00pm and 6.00pm. The current supervisors are Gloria and Leanne Johnston.

Please ensure that any change to your contact or child pick up details is notified to the Administrator immediately.

**MANAGEMENT COMMITTEE:**

Co-ordinator	Heather Burnby
Treasurers	Philippa Daly & Kailyn Smith
Administration	Leanne Johnston
Staff Liaison	Lynda Malloch
Members	Gwyneth Carson
	Michaela Balzarova
	Gloria Johnston
	Sacha Milne
	Alice Wakefield

You are welcome to attend any committee meetings, we always welcome new members.

**GENERAL CONDITIONS**

The parent/caregiver understands that the programme supervisors will exercise due care, but the Oscar programme will not accept liability for any damage, injury or loss which their child may sustain, or for any loss or damage to his/her property.

The parent/caregiver understands the child will be responsible for his/her behaviour.

The parent/caregiver, as a member, agrees to make their child aware of the OSCAR Programme rules.

The parent/caregiver understands and authorises any medical attention urgently required at the parents/caregivers cost.

The parent/caregiver understands they will notify the administrator of any changes to enrolment information immediately.

OSCAR at Halswell has a maximum of 20 placements available per morning session and 45 placements per afternoon session.

Parent/caregiver will be advised when a place becomes available.

OSCAR at Halswell reserves the right to seek redress for any damage done to OSCAR or school property from the primary caregiver of the child/ren involved.

The parent/caregiver agree to pay all fees in advance, or by weekly direct debit/automatic payment by arrangement, in advance of care.

Privacy Act 1993: The information that you have supplied is necessary for the safe and effective operation of the OSCAR PROGRAMME. All personal information requested will be destroyed at the completion of your child's time in the programme.

These terms and conditions of placement are applicable to any instance that OSCAR at Halswell are engaged in the care of the child.



**PLEASE SIGN AND RETURN TO OSCAR AT HALSWELL**

I acknowledge I have read and agree to the Term's and Condition's as set forth by Oscar at Halswell:

Enrolment Information is correct/has been updated as at :.....(Date)

Name of Child/Children: .....

.....

.....

Name of Parent/Caregiver: .....

Signature of Parent/Caregiver: .....

Name of Parent/Caregiver: .....

Signature of Parent/Caregiver: .....