

# Before & After School Enrolment

## Child/Children's Details:

Name(s):

D.O.B:

1.

2.

3.

## School Child/children attend:

### Enrolment Details (please tick)

Before School: Mon ☐ Tues ☐ Wed ☐ Thu ☐ Fri ☐

After School: Mon ☐ Tues ☐ Wed ☐ Thu ☐ Fri ☐

**Please note:** Normal charges apply to absences of daily bookings. 50% charges for family vacations may apply should two-week notice be provided prior to vacation date.

## OSCAR Commencement Date:

### The programmes hours and \*\*fees 2026:

- Before school programme and charged at \$11.00 per morning or casual mornings at \$11.90
- After school programme and charged at \$ 19.40 per afternoon or casual afternoons at \$21.00
- A holding fee of \$21.80 per child to accompany the enrolment form.

### Bank Account Details:

ASB Northlands : **12-3149-0224292-00** (use child's lastname as reference)

Person/persons authorized to collect your child/children):

*\*\*fees are subject to change*

**Parent/Guardian Details:**

|                                    |         |                       |
|------------------------------------|---------|-----------------------|
| Parent Name:                       |         | D.O.B:                |
| Home Address:                      |         |                       |
| Telephone Day:                     | Mobile: | Telephone Afterhours: |
| Parent Name:                       |         | D.O.B:                |
| Home Address:                      |         |                       |
| Telephone Day:                     | Mobile: | Telephone Afterhours: |
| Email:<br>(for accounts preferred) |         |                       |

**Emergency Contacts (not parents please):**

|               |                        |
|---------------|------------------------|
| Name:         | Relationship to child: |
| Address:      |                        |
| Telephone(s): |                        |
| Name:         | Relationship to child: |
| Address       |                        |
| Telephone(s): |                        |

**Doctor Details:**

|              |            |
|--------------|------------|
| Doctor Name: | Telephone: |
| Address:     |            |

**Additional Information:**

Does your child have any health requirements we should be aware of? (e.g.; allergies, diet requirements, asthma, medical conditions, special needs requirements etc.):

Is there anything else we should know about, in order to take good care of your child/children (e.g.; custody arrangements, special needs, behavioral issues etc.)

Please inform of any cultural requirements or aspects we are to be aware of.

Alternative mode of transport if not transported by parents:

## Parent Contract:

Please sign this contract to complete the enrolment. Should you require any further information with regards to the programme or wish to see a copy of the programme policies prior to signing, please don't hesitate to ask for one for your review. I / We agree and acknowledge:

- I have read and understand the enrolment information.
- I am aware that the service Policy & Procedures are on site for viewing at any time.
- The coordinator/supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- I will notify the coordinator/supervisor of any changes to enrolment information in a timely manner.
- I understand and agree that a two-week notice period is in place for 50% family holiday charges, any changes and/or withdrawal from bookings.
- I agree and understand that any additional, verbal/text/email bookings made, where children don't attend will be charged at the normal rates.
- I agree and understand that statutory holidays, teacher only days and emergency authority closures are payable should this fall on a day that my child would normally attend care.
- I agree to pay the fees as required in the policy and understand that if defaulted, this will incur additional legal costs payable by me.
- I agree to the holding fee being paid prior to the child or children's placement, and an Automatic Payment to be arranged with my banking institution for the weekly fee of OSCAR care.
- I consent to my child being photographed and video recorded for programme displays and the members only Facebook and Instagram pages.
- I have received, read and agree to the Parent Information brochure document, attached to the enrolment.
- NB: I consent to transportation requirements for my child/children, which may be undertaken by OSCAR Staff and/or the Bus services made available while attending the OSCAR programmes.
- All care will be taken to provide supervision of children attending the programme in accordance with the programme policies, procedures, and staff to child ratios always.

Please ensure WINZ Declaration Forms are attached to the enrolment form for processing and submission. No bookings will be completed without all necessary documents.

**Name of Parent:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Holding Fee to be included: \$ 21.80 (per child)**

## Privacy Act 2020:

The information provided is necessary for the safe and effective services of OurKidz NZ OSCAR. All personal information requested will be solely for the purpose of the programmes, however it may be shared with your respective school principal where necessary to ensure the appropriate care is taken for the safety and wellbeing of your child, and with agencies as needed to uphold or enforce the law. All information will be destroyed on termination of your child/children's OSCAR placement. You are most welcome to review or update your enrolment information at any time.

# Before & After School Enrolment

## Enrolment

Enrolment forms are required annually for Before and After school care and one for each holiday programme. A non-refundable holding fee of \$21.80 is required per child, which will be included in the first week's invoice. The enrolment will be finalized on completion and submission of the enrolment document. Please inform me of any changes to your enrolment details at your earliest convenience. It is essential that we always have up-to-date information.

Parents are to inform staff of any allergy, dietary and cultural requirements. A **two-week** notice period is required for change to bookings. Stat day charges apply at normal rates if this falls within your child's booked days. A 50% holiday fee applies for family holiday taking place or holding your booking for further care, taking two weeks' notice of this happening.

## Absences

Your children's safety is paramount, and it is the responsibility of the parent/caregiver to advise of their children's absences. Once your child is enrolled, we expect them to be at the programme unless we have been notified otherwise by parents/caregivers. Please text your child's venue to advise of absences. It is expected that absence for morning care to be received at your earliest convenience, for the holiday programme by 9.30am and for after-school care by 12.30pm. Should your child not arrive at afternoon care, we will contact you as to their whereabouts. Failure to advise of absences could incur a penalty of \$20.00.

## Attendance Register

It's the responsibility of the parent to sign your child in, and out on our attendance register when dropping/collecting your children. Staff will only be signing the children out after the morning programme and again when they arrive for the afternoon programme.

## Programme Hours

### Before School – All Sites

7am to 8.30am

### After School

KBS, Clarkville - **2.45pm to 6pm**

Amberley, St Patrick's - **3pm to 6pm**

Belfast – **3pm to 5.30pm**

Parkview – **2.45pm to 5.30pm**

### Holiday Programme – All Sites

Half Day – 7.30am to 3pm

Full Day – 7.30am to 5.30pm

## Programme \*\*Fees

- Before School - \$11.00 per morning – **Casual arrangement \$ 11.90**
- After School - \$19.40 per afternoon – **Casual arrangement \$ 21.00**
- Half day holiday - \$ 47.60 per day
- Full day holiday - \$ 63.30 per day

A non-refundable holding fee of \$21.80 per child is required when enrolment takes place. Invoice for care will be submitted to parents at the end of each week. Please set up an AP with your banking institution to cover costs for care. Terms for payment are due on receipt of the invoice and late payments may incur a 10% penalty of the customer balance per week. Should legal action be required, these costs will be incurred by the contract holder.

## Food provision

Afternoon tea will be provided at afternoon care; however, they are welcome to bring some of their own along. Parents are to provide a packed lunch for children attending our holiday programme. Morning and afternoon tea will be supplied with the holiday programme.

## Behaviour Management

We use behaviour management techniques that encourage positive self-esteem. It is our goal to ensure all children, family and whanau experience an environment where they are welcome, feel safe, secure, respected and their dignity is protected. This is done using positive corroboration and a stimulating varied programme to ensure against monotony. Every effort will be made to ensure that children settle in the programme. Should a child demonstrate constant harmful behaviour to themselves, other children and staff, parents will be requested to remove the child from the programme.

## Sun Protection

Sunscreen is available at the programme; however, parents are to provide it if their children have allergies and require medicated sunscreens for their child's skin condition.

## Policies & Procedures

Please see the site supervisor, should you wish to review any of our Policies and Procedures. This contains detailed information on enrolments, health and safety, making complaints, employment practices, etc.

# Parent Information

## Emergencies

Our staff are trained to deal with emergencies. In the event of a serious incident involving your child, staff will contact parents/caregivers then proceed to take your child to the nearest medical facility for care. In a civil emergency staff will remain at the programme with your children at their venue until all children are collected unless instructed otherwise by authorities.

## Child Safety

The programme has a detailed child protection policy, which includes reporting any suspected child abuse to the necessary authorities.

## Complaints

The programme has a complaints process. If you have any concerns, please approach the supervisor/coordinator and they will be happy to assist you with the necessary guidance. If you wish to report a serious concern, you may contact Oranga Tamariki, Ministry for Children at 0508 326 459

## Sick and Unwell Children

Please **DON'T** send sick children to OSCAR care, as we don't have the facilities to care for them efficiently. If a child becomes unwell while at care, staff will call parents/caregivers to collect the child. If there are any queries or concerns, the supervisor/coordinator is available to assist you.