

## KOHIA KIDS OSCAR

Kohia Kids OSCAR will provide a warm and caring environment in familiar surroundings for the Children of Kohia Terrace School.

The programme is designed to be fun and provide informal social interaction. It aims to create a "home away from home" environment, where children are encouraged to make choices from a range of structured and informal activities.

**Hours** Monday – Friday 3.00pm – 5.45pm

**Location** School Hall (Class Room if Hall is Booked)

**Enrolment** - An enrolment form must be completed prior to a child attending OSCAR; this can be collected from either the School Office or the programme.

**Staff** - At all times a minimum of 2 staff will be present, 1 of which will hold a current First Aid Certificate. All staff are Police vetted.

**Fees - Regular Users:** (Children booked for 1 – 5 days on a permanent basis, minimum of four week duration). A session fee of \$15.00 per booked day is charged. This is regardless of attendance. If days are changed or additional days added this will be charged as the higher Casual User rate.

**Casual Users:** A session fee of \$18.00 will be charged, and must be paid for on the day.

**Late Fee** – A late fee of \$20.00 for every half hour or part thereof will be charged after 5.45pm.

**Work & Income Subsidy's:** As we are CYF Approved you may be entitled to apply for a subsidy. Please check with the Manager regarding this.

**Payment of Fees** - Payments of fees need to be made on a weekly basis. They can be directly made to the OSCAR Manager, or Direct Credit to the Bank Account. Invoices are not sent out, but an update sheet with days attended and applicable charges will be held by the Manager.

**Cancellation from OSCAR** - Two weeks notice must be given if the child is to no longer attend the After School Programme. Failure to do this will result in daily sessions still being charged.

**Changes in Permanent days** - 2 weeks notice must be given if a reduction in permanent days is to be made. If additional days are added this must be for duration of at least 4 weeks, or at the higher Casual User rate of \$18.00 per session.

**Safety Consideration:** If your child attends the Junior School they will be collected from their classroom by an after School Staff Member.

If your child attends the Middle or Senior School it is their responsibility for ensuring they arrive at the hall no later than 3.10pm

**Children's behaviour:** We reserve the right to exclude any child whose behaviour is disruptive or puts the safety of others in the programme at risk.

**Your Responsibility** – At times a child that is booked in to attend may not be present at roll call time (3.15pm). For this reason it is imperative that we can make contact with you at all times to clarify their attendance. If we are unable to do this, we can not be held responsible for their whereabouts. It is vital that at all times a staff member from OSCAR can make contact with you. We recommend that you provide us with at least 1 mobile number that is monitored.

**Change of details:** We ask that you keep your enrolment information updated and inform us immediately if there is to be a change to any of this information

### **General Daily Structure:**

Every afternoon a roll is taken, and afternoon tea is provided. Children then have the option of some of the following activities.

- Outside time
- Sports Games
- Crafts / Play Dough
- Reading / Homework
- Lego / Board Games
- TV/Play Station

**Sign Out Sheets** - These are located in the School hall and **must** be completed prior to collecting your child.

# KOHIA KIDS OSCAR

Full Name of Child \_\_\_\_\_

Age \_\_\_\_\_ Room Number \_\_\_\_\_

Full Name of Parents \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home Number \_\_\_\_\_ (Day)

Phone Work (Mother) \_\_\_\_\_ (Day) Mobile \_\_\_\_\_

Phone Work (Father) \_\_\_\_\_ (Day) Mobile \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Medical Problems \_\_\_\_\_

Any other relevant information i.e. Cultural \_\_\_\_\_

People authorised to collect my child from OSCAR are: \_\_\_\_\_

**Emergency Contact (if unable to contact parents.)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to child \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to child \_\_\_\_\_

The following is a binding agreement between the KOHIA KIDS OSCAR Programme and the: \_\_\_\_\_ who is enrolled at the KOHIA KIDS OSCAR Programme.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

I understand and agree to the following conditions:

Payment of \$15.00 will be made for each day my child is booked into OSCAR, this fee is charged even if your child is not present on that day. Exceptions to this need to be requested with 3 weeks notice and are for at least a week's duration. Please talk to the Manager regarding this.

Payment of \$18.00 will be made for all "Casual Users."

Payments will be made on a weekly basis either directly to the centre, or through Direct Banking.

I agree to notify OSCAR if my child is not attending on a day they are booked in for.

I agree to pay the late fee of \$20.00 for every half hour or part thereof after 5.45pm.

I will notify OSCAR immediately if there are any changes of circumstances that may affect contact numbers, etc.

I understand that OSCAR staff will exercise due care but will not be liable for any injury, damage or loss that my child may sustain to any person or property.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Parent / Guardian)