

Glendowie OSCARS

Providing a fun and safe out of school care programme at Glendowie Primary

1. Name: _____ Date of Birth: _____ Ethnicity: _____

2. Name: _____ Date of Birth: _____ Ethnicity: _____

3. Name: _____ Date of Birth: _____ Ethnicity: _____

Home Address: _____ Home Phone: _____

Parent 1: _____ Relationship to child: _____ email: _____

Home #: _____ Work #: _____ Mobile #: _____

Parent 2: _____ Relationship to child: _____ email: _____

Home #: _____ Work #: _____ Mobile #: _____

Custody / Access

Place a tick in the box if there any persons, by law that, are forbidden to have access to the child, or have a right of access to the child that is subject to conditions (legal documentation supporting this must be provided for the Supervisor to photocopy and hold on file).

People other than caregivers listed above who may collect your child/ren from the programme:

Name _____ Relationship to child: _____

Name _____ Relationship to child: _____

Name _____ Relationship to child: _____

Name _____ Relationship to child: _____

Is there anything that the centre should know about for the added well-being of the child?

Medical Issues: _____

Eg: Asthma _____

Food Allergies: _____

Special Requirements: _____

Emergency Contact: (additional contact other than parents)

Name _____ Relationship to child: _____ Ph number: _____

Doctors Name: _____ Surgery: _____ Ph Number: _____

Please tick the days that you require at Glendowie OSCARS:

Days	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Care	7am	7am	7am	7am	7am
	7.30am	7.30am	7.30am	7.30am	7.30am
	8am	8am	8am	8am	8am
After School Care	Monday	Tuesday	Wednesday	Thursday	Friday

Starting Date: _____

After School Care weekly fees:

- 1 session per week: \$15
- 2 sessions per week: \$28
- 3 sessions per week: \$40
- 4 sessions per week: \$51
- 5 sessions per week \$60

Before School Care fees:

- Breakfast Club: **7am start:** \$10 per session or \$45 week
- Morning Care: **7.30am start:** \$6per session or \$25 week
- Before School Bell: **8am start:** \$3 per session or \$12 week

Photographs:

Place a tick in the box if you **DO NOT WANT** photographs to be taken of your child while at OSCARS, which will be used for OSCAR displays, newsletters, advertising, website, brochures and promotion of the Glendowie OSCAR programme.

Contact: Che Salesa
Email: che@oscars.co.nz
Mobile: 021-367-243 Fax: 270 8184
www.oscars.co.nz

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Contract for Parents – to be attached to enrolment form

Operating since February 2000, Glendowie OSCARS is an independently owned and operated out of school care provider. We provide a safe and stimulating environment for children to attend during out of school hours. Our programme is designed with the individual needs of the children in mind and with an emphasis on fun. We provide active indoor and outdoor activities, arts and crafts and afternoon tea. Staff are trained in first aid, behaviour management and water safety. Glendowie OSCARS is an approved Child, Youth and Family accredited OSCAR service provider and is a proud member of the OSCAR foundation and the Out of School Care Network.

Enrolments:

Enrolments are finalised upon completion of an enrolment form and a pre-payment of one week's fees. It is crucial that the enrolment form has up to date information.

Signing In and Out:

Your child must be signed out each afternoon when they are collected from After School Care each day. This is a requirement by the Department of Child Youth and Family. If your child walks to the programme or home they may sign in themselves in/out, but this must be put into writing by both the parents and the management and be added to the enrolment form.

Hours:

After school care hours are 3pm-6pm (we open earlier, to accommodate school finishing hours, eg. Last day of term, teachers ½ days etc)

Fee payments:

To operate efficiently, we require fees to be paid one week in advance. Invoices are sent out at the beginning of each term for the days that your child is booked. WINZ subsidies are available, forms available at OSCAR or WINZ. Fees are payable for all days that your child is booked, including absences, public holidays and sick days. Payments can be made by automatic payment, internet banking, cheque or cash. Fees are tax deductible.

Absences:

If your child will be absent from OSCARS, you must contact OSCARS in the first instance. We appreciate being contacted prior to 2pm. Fees are still payable for all absences and public holidays.

Collecting your child:

If a person arrives to collect your child, whose name is not on the enrolment form, then we are obliged (for your child's safety) to contact you for your consent. Please be aware, that we close at 6.00pm and a late fee of \$10 per 15mins is strictly enforced, if you are late to collect your child

Excursions / Extra Activities:

The programme may take children to the reserve across the road or to the park at the bottom of Riddell Road, there will be a note informing parents of our whereabouts and a contact mobile number. In term 1, we offer swimming in the school pool.

Policies and Procedures:

The Policy and Procedure booklet is available for you to read at the sign in/out area. It contains detailed information on health and safety, making complaints, employment practices etc.

Behaviour Management:

We use behaviour management techniques that encourage positive self esteem development. 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. If a child's behaviour is consistently harmful to themselves or other children, parents will be asked to remove them from OSCARS.

Administering Medication:

If your child requires medication to be taken at OSCARS – please complete an 'Application of Medication' form

Finishing at OSCAR:

If you no longer require permanent care for your child at Glendowie OSCARS, you must give two weeks notice. You will still be able to access casual care if your enrolment form is up dated accordingly.

Emergencies:

Our staff 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. If a child becomes ill during the programme, parents will be called and asked to collect the child.

Child Protection:

We are committed to the prevention of child abuse. The safety and welfare of the children are to be always the prime consideration. Staff will respond to suspicions of child abuse by maintaining a good relationship with the child, and recording all observations, impressions, and communications. We require that no one staff member will act alone and that any action taken will be in consultation with the manager. Any advice sought will be from the appropriate authority i.e. Police, Child, Youth and Family Services etc. Any advice or instruction given by the appropriate authority will be followed and acted upon.

TERMS AND CONDITIONS

I/we agree and acknowledge:

1. My child's enrolment is complete when this form is filled in & signed and payment has been made.
2. To collect my children from the Centre no later than 6.00pm
3. To advise the programme if your child will not be attending by 2pm. I understand that fees are payable for all days that my child is enrolled in, including sick days / absences and public holidays.
4. To advise the Supervisor of any situation, which may disturb the child/ren and/or any medical or other relevant condition, this includes behavioural issues.
5. Behaviour which is consistently harmful to others may result in dismissal from the programme after possibilities have been explored.
6. That the staff may arrange any necessary urgent medical treatment at my/our cost.
7. That any concerns or complaints should be reported in the first instance to the Che Salesa, the Centre Director
8. That I will give a minimum of two weeks notice, if I no longer require OSCAR care.

Parents – Please sign this contract to complete enrolment

I have read and understand the above information. The supervisor has my permission to arrange any necessary, urgent medical treatment at my cost. All care is taken to provide the best supervision of children while they are attending the programme. I acknowledge however, in signing this form, that neither the staff nor management of the programme will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance of the programme.

Parents signature: _____ Date: _____

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