

# Oscar Rockz

**Before / Afterschool Programme &  
Holiday Programme**

## **Information Booklet for Parents**

**OSCAR ROCKZ Te Puke Primary**  
Cameron Road, Te Puke, Phone: 021 0815 2966

**OSCAR ROCKZ Fairhaven School**  
120 Boucher Ave, Te Puke, Phone: 021 0815 3195

**Head Office**  
Giggles Educare, 1 Commerce Lane, Te Puke  
Phone: 573 6222

Version 1.1  
Revised 01/02/2012

**See inside for full details**

# Welcome to OSCAR ROCKZ

## Objectives of OSCAR ROCKZ

To provide children in the 5-13 years age group with out of school care and holiday programmes that are:

- ✓ Well supervised
  - ✓ Structured
  - ✓ Safe
  - ✓ Enjoyable.
- To provide an environment where parents/caregivers are secure in the knowledge of adequate care for their children.
  - To provide equal opportunities to children regardless of race, religion, culture, gender, disability or family background.

## Programme Hours Monday to Friday

There is a programme located at Fairhaven School and Te Puke Primary. The **Before School Programme** operates from 7.30am to 8.30am and the **After School Programme** operates from 3.00 pm – 5.30 pm during school terms. The programme does not run on public holidays or statutory holidays. The **OSCAR ROCKZ Holiday Programme** operates from 7.30am – 5.30pm Monday to Friday (venue confirmed prior to holidays) and does not operate on public or statutory holidays.

### Fees: Before & After School Programme (per child)

5 Days.....	\$100	4 Days.....	\$80
3 Days.....	\$60	2 Days.....	\$40
1 Day.....	\$20	Casual Rate.....	\$7 per hour

### Fees: OSCAR ROCKZ Holiday Programme (per child)

Half Day	7.30am to 12.30.....	\$20	12.30pm to 5.30pm.....	\$20
Full Day	7.30am to 5.30pm.....	\$40		

- ✓ Family discounts apply – a discount of 10% is available for families who have two or more children attending the programme.
- ✓ Normal fees will be charged for absences (unless 24 hours' notice is given, in which 50% of full fee will be credited).
- ✓ A \$20.00 booking fee will be charged upon enrolment. If enrolment is cancelled within one week of being processed, the booking fee paid will be non-refundable. If enrolment proceeds as normal the booking fee will be credited to your account when you no longer need our service.
- ✓ If your child takes holidays during the school term you will be charged a holding fee of 50% of your normal fees to secure your child's space at OSCAR ROCKZ.
- ✓ A late pick-up fee does apply to children collected after 5.30pm unless previously organized and agreed with the Supervisor - \$10.00 for arriving after 5.30pm, a further \$10.00 for every 15 minutes thereafter.
- ✓ If cancellations for bookings are made after 12.00pm on that booked day, a \$5.00 late cancellation fee will apply.
- ✓ Casual bookings must be made by 12.00pm on the day required (space permitting). Bookings after 12.00pm will not be accepted.
- ✓ Payment for casual sessions is required on the day of attendance.
- ✓ If your child is sick or absent on a booked day you are required to phone 573-6222 by 12.00pm to avoid any unnecessary inconvenience caused by us searching for your child at pick up time.
- ✓ If your account is overdue and requires debt collection, you the client will be liable for any and all legal and collection charges necessary to recover this amount.

## Invoicing

OSCAR fees are invoiced in advance on a weekly basis.

Payment is due the Friday prior to the week period commencing.

Invoices will be available in your child's centre pocket provided each week or will be handed to you personally by the child's teacher.

## Payment of Accounts

Payments are due the Friday prior to the commencement of the following week. You can pay for your OSCAR ROCKZ fees by cash or cheque at the Giggles office (1 Commerce Lane, Te Puke) and receive a receipt. Payment can also be made by automatic payment, telephone or internet banking. To access telephone or internet banking the OSCAR ROCKZ Bank Account is as follows: BNZ Bank, 02-0452-0005785-03. Please use your child's first name and surname as reference to your payment.

### Additional Costs

Extra cost may occur for some excursion and activities; these are indicated on the OSCAR ROCKZ schedule for the Holiday Programme. Additional costs are due the morning of the activity or excursion for your child to participate.

### Approval

OSCAR Rocks is approved by CYFS under OSCAR Services: Approval for Receipt of Child Care Subsidy.

### Programme Content

The programmes will provide a safe, stimulating and varied programme, with activities that take into account the children's ages, interests, developmental levels and special needs. The programmes will include organised and self-directed times, incorporating: Arts and crafts activity, games or sports activity, time for children to do homework, afternoon snacks, baking, free play, off site excursions e.g. library, pools, beach etc. Parents will be notified of excursions in advance and are required to sign a consent form for the outing.

### Programme Supervision

- The ratio for teachers to children varies depending upon the circumstances. Around water and depending upon the children's swimming ability the following ratio's apply; for Advanced Swimmers 1 teacher to 10 children, Average Swimmer 1 teacher to 8 children and for Learner Swimmers 1 teacher to 6 children.
- The everyday programme ratio (not around water) the following ratio applies 1 teacher to 10 children.
- Children will be in view of staff at all times when appropriate
- Children will be informed of the boundaries and are expected to stay within them.
- Children are not to leave the supervised area.

### Picking up of Children

- Parents/caregivers are required to sign their child in and out of the programme daily on the attendance register provided.
- If a child is not collected at the end of the programme the following procedure will be followed:
  - A staff member will remain with the child
  - Parents/caregivers, and then emergency contacts will be contacted
  - If there has been no contact with the parents/caregivers within one hour of the programme closing the child will be supervised until a suitable caregiver is located. Parents/caregivers will be charged a late pick-up fee.
  - Parents/caregivers must inform staff if a person who is not listed on the enrolment form will be collecting the child.
  - Staff will not release a child to a person who is not identified on the child's enrolment form until the parent/caregiver has been contacted.
- Written permission must be provided for a child to leave the programme unaccompanied. The final decision is with the OSCAR ROCKZ Educator.

### Important Items to Bring

We suggest parents of younger children bring a change of clothing to OSCAR ROCKZ as accidents do occasionally happen. All children are required to bring daily a sunhat, togs, towel, sunblock, and drink bottle during the summer months. These items will be required for both programmes. **School Holiday Programme Only** - Please bring a packed lunch, drink bottle and snacks daily.

### Medication and Accidents

- Parents/caregivers must complete a medical form if any serious medical condition is noted on enrolment form. This will include; written permission for staff to administer medication.
- All medication is to be held by supervisor or support staff. Volunteers are not to hold or administer any medications.
- Children 9 years and over can hold asthma inhalers.
- All accidents are reported in the programme's Accident Book.

### Emergencies

- Parents/Caregivers must sign the in/out register each day your child attends the OSCAR ROCKZ Programme.
- All parents/caregivers must ensure that their contact details are up to date at all times.

## Inclusion

- OSCAR ROCKZ will not exclude a child on basis of race, religion, culture, gender or background.
- Children with special needs will not be excluded from the programme providing that the child's needs can be catered for, to ensure a positive experience for the child and the other children in the programme.
- Every effort will be made to include the child within the limits of the resources in the programme.

## Communication

- ✓ If a child is to be absent from the OSCAR ROCKZ Programme for any reason, parents/caregivers are required to notify Giggles of this absence as soon as possible, but no later than 12.00 pm to avoid unnecessary concern and time in tracking your child's whereabouts.
- ✓ Communication with parents will be in both verbal and written forms through notices and newsletters.
- ✓ Parents and family are most welcome to spend time at the OSCAR ROCKZ Programme when picking up their children, and are encouraged to get to know staff.
- ✓ Should you have any queries, concerns or feedback, please speak to the OSCAR ROCKZ Supervisor. Feedback forms are available for any positive, negative or constructive feedback you would like to give us.
- ✓ It is the parent's responsibility to update us on changed conditions/information.

## Complaints

1. If a parent or caregiver has any complaints they are to be directed to the OSCAR ROCKZ Educator who will endeavour to rectify the situation.
2. All complaints will be brought to the attention of the OSCAR ROCKZ Educator immediately.
3. Further complaints should be made in writing and contain details of the grievance and desired outcomes.
4. This will be forwarded to the Director and if significant forwarded. The complaint will then be investigated, a suitable recommendation will be reached and the complainant will be informed of this recommendation.

## OSCAR Rules

- ✓ Treat others the way you would like to be treated
- ✓ Respect your own and other people's belongings
- ✓ Keep all comments positive or constructive
- ✓ Listen carefully when instructions are given
- ✓ Walking speed only inside
- ✓ Use inside voices in the OSCAR ROCKZ rooms.
- ✓ Please sit down when eating or drinking.
- ✓ Use the rubbish bins provided – a good kiwi is a tidy kiwi
- ✓ Children are not to go out of bounds.

## Consequences for Inappropriate Behaviour:

1. 1st time First Verbal warning
2. 2nd time Second Verbal warning
3. 3rd time Time Out
  - If the inappropriate behaviour continues the OSCAR ROCKZ Supervisor will talk to parents/caregivers.
  - A behaviour management plan may be implemented for a set period of time.
  - Behaviour that compromises the safety and well-being of themselves, the staff or other children on the programme will result in the child responsible being suspended. No refunds will be given.

## Contact Information

- OSCAR ROCKZ is administered and managed from our Head Office, Giggles Educare located at 1 Commerce Lane, Te Puke.
- Opening hours are Monday – Friday, 7.30am-5.30pm (office is closed on Public Holidays).
- Shona and Brennan Ua-Marsh are the administrators for the OSCAR ROCKZ Programme.
- They can be contacted by phoning Giggles Educare on 573 6222, or by email at [shona@giggleseducare.co.nz](mailto:shona@giggleseducare.co.nz), website: [www.giggleseducare.co.nz](http://www.giggleseducare.co.nz)

**Do you have any queries? Phone 573 6222**