

OSCAR PROGRAMMES for children aged 5–13 years
 Belfast OSCAR is like a family where older children help care for younger ones, buddying up to learning a new game together, or simply helping tie a shoe lace. We care about your children and what's going on in their world. We help children to feel they belong and encourage them to function as a team, respecting one another and their environment. Sometimes we are able to offer support to families in times of difficulty.

SIGNING IN AND OUT

When dropping off/collecting your child it is essential that you sign your child in/out on the Daily Attendance Register. This is a requirement of our CYF approval and a vital step in assuring the safety of the children. If a person whose name is not on your Enrolment Form arrives to collect your child, we are obliged to keep your child in our care until you have been contacted for consent. We would appreciate prior notification IN WRITING if someone else is going to collect your child.

ABSENCE

Once your child is booked into a session, we expect them to be at the programme. If we have not been notified, and your child does not arrive, we will pursue all contacts until the child is located. Please advise us as early as possible of any cancellations.

SICKNESS

Please do not send your child to OSCAR if they are unwell. If they become ill during a session, you will be contacted to collect them as soon as possible.

EMERGENCIES

Our staff are trained to deal with emergencies. In the event of a serious accident involving your child, appropriate medical treatment will be sought. In a civil emergency our staff will remain at the programme until all children can be collected.

What happens during a typical OSCAR afternoon?
 We are based in a purpose-built hall with full kitchen. Our environment includes playgrounds, sports courts and skate park. Child Youth & Family approval verifies that the programmes adhere to stringent OSCAR standards for the safety and wellbeing of our children.

OSCAR After School	
3.00	Roll call
3:10	Group game - outside or in the hall
3:45	Afternoon Tea includes vegetables and fruit. Healthy eating is actively modelled and the children love the yummy food!
4:10	Group activity - crafts, drama games, competitions, themed activities, etc.
4:30	Free Time
5:15	Tidy up
5:30	Home

ENROLMENT

Families are required to submit an Enrolment Form BEFORE bookings can be accepted. Please provide clear and complete contact details to ensure the safety of your children. Enrolment Forms are available on our website or contact our BOP Supervisor.



For further details please contact:

Ashleigh Tootell
 BOP Coordinator
021 UR KIDS — 021 875 437

oscar@belfastcommunitynetwork.org.nz



Caring for our tamariki in a safe, fun, family environment

**INFORMATION
 for
 FAMILIES**



Belfast Community Network

Sheldon Park

PO Box 76126 Northwood Christchurch

Phone: 021 UR KIDS or 323 9731

Email: oscar@belfastcommunitynetwork.org.nz

Website: www.belfastcommunitynetwork.org.nz

Facebook: Belfast Community Network

RULES FOR CHILDREN

Our few rules ensure the children's physical safety and help create a happy and constructive environment.

1. Children are to report to the Supervisor upon arrival at the programme.
2. Children remain within the defined boundaries at all times.
3. Children are expected to treat each other and staff members in a courteous manner.
4. Children are to respect their surroundings and cause no deliberate damage to property.

Please discuss the importance of these rules with your children. OSCAR staff discuss with children any issues that arise, and parental reinforcement is appreciated.

BEHAVIOUR MANAGEMENT

Any discriminatory or abusive behaviour toward leaders or other participants will not be tolerated. Parents/caregivers are notified of any disruption caused by their children. Belfast Community Network reserves the right to remove any child from the programme for unacceptable behaviour; the parent will be required to collect the child immediately. No refund will apply.

CHILD PROTECTION

Our comprehensive child protection policy includes reporting any suspected child abuse to Child Youth and Family Services.

COMPLAINTS

We view complaints as a positive way of improving our programmes. Please contact the OSCAR Supervisor or download a Complaints Form from our website.

POLICIES & PROCEDURES

All policies are available on-site; please ask the OSCAR Supervisor if you would like to see them.

BCN OSCAR fees are kept to a minimum to allow children from all families to access our programmes.

Hours and Fees Effective 31 January 2017		
Before School 7.00 am – 8.30 am Breakfast included	Permanent \$7.50	Casual \$8.00
After School 3.00 pm – 5.30 pm Afternoon tea included	Permanent \$12.50	Casual \$13.50
Holiday Programme Full Day 8.30am – 5.30pm	\$35.00 \$10 for outings that require a bus	
Additional Charges: No Prior Notice of Absence Late Pick-up (per 15 mins)	\$5.00 \$20.00	
Casual Bookings no show: Not notified by 11am for PM Programme and 5pm previous day for AM and holiday programme	Full session fee will be charged	
PLEASE UPDATE US WITH ANY CHANGES TO YOUR CONTACT DETAILS		

FEE PAYMENT

Direct Credit is our preferred method of payment. Our bank account is BNZ 02 1253 0010359 00. Please reference your CHILD'S NAME. Payment of fees is due at the end of each week's attendance. Statements of account are issued 4-weekly for your information.

Families booking 4 weeks in advance are eligible for our Permanent childcare rates. Casual bookings are also accepted if spaces are available. Holiday bookings close one week before the programme commences.

Full fees apply for all absences and a surcharge is added if staff are not notified in advance.

A Late Pick-up Fee applies for every 15 minutes (or part thereof) that a parent is late in collecting a child.

Parents with shared custody are both welcome to enrol their child and are responsible for fees from any bookings they have personally arranged.

Public holidays during school terms are charged for bookings normally required on that day.

If the programme has to close unexpectedly for any reason (e.g. a snowstorm), fees will be charged at 50% of the applicable rate for a maximum of 3 days.

The repair cost of any damage wilfully caused by a child will be invoiced to the family.

Unpaid accounts are referred to a collection agency and recovery costs are added onto the amount owing. WINZ subsidies cover a portion of fees that eligible families pay. Please apply to WINZ before enrolling your child at OSCAR. **Families are responsible for full OSCAR fees should WINZ decline to pay a subsidy.** You are always welcome to enquire into your account. Ring the Administrator Mon-Friday at 928 1137 or email info@belfastcommunitynetwork.org.nz