EQUIPPERS CHILDCARE PARENT INFORMATION 2019

Parents, Guardian & Caregivers
This form has important information that we encourage you to read through before starting your child on the programme. If there are any concerns or queries, please do not hesitate to call the office or make contact with the Holiday Programme and After School Manager – Lea Stuart or Assistant Manager – Sheryn Ingle

AFTER SCHOOL CARE PICK UPS
Our vans collect from the following schools;
- Fernridge  - Douglas Park
- Lakeview  - Masterton Primary
- St Patrick’s  - Solway Primary
- Hadlow  - MIS
- Chanel College  - Opaki
- Bus Stop at Pak n Save

PROGRAMME COSTS (reviewed annually to stay in line with Work & Income subsidy)

Before School
Hours: 6.45am – 9.00am (We drop off to all Masterton schools)

After School
Hours: 3.00pm – 6.00pm
Hourly Rate: $6.15 per hour per child. Oscar Subsidy is available through WINZ for working families. The WINZ subsidy can cover up to $5.13 per hour. The remaining cost is the parents responsibility. (See WINZ for forms and application criteria.)

Holiday Programme
Hours: 6.45am – 6.00pm
Hourly Rate: $6.15 per hour per child. Oscar Subsidy is available through WINZ for working families. The WINZ subsidy can cover up to $5.13 per hour. The remaining cost is the parents responsibility. (See WINZ for forms and application criteria.)

NEW ENROLMENT PRE PROGRAMME DEPOSIT
A $20.00 deposit is required per child on enrolment & confirmation of WINZ. For non WINZ, 50% of the total cost per child is required upon enrolment.

NON ATTENDANCE CHARGE POLICY
Before & After School Care & Holiday Programme
24 hours notice of a child’s absence needs to be given to the Programme organizer. There will be a full days charge to your account if there has been nil attempt to communicate absence. A charge can be avoided if communication has been made and the situation discussed.

LATE PICKUP
There will be an additional cost of $10.00 for collecting children after 6.00pm without prior arrangement.

ACCOUNTS:
Accounts for the After School Programme and Holiday Programme are invoiced out weekly via email or post. Payments are due within 7 days of invoice.
(Non-payment of accounts will be referred to a Collection Agency and recoverable costs for this service will be added to your account.)
WHAT TO BRING TO THE HOLIDAY PROGRAMME
- All children must bring their own lunch.
- Please wear shoes suitable for walking and for climbing wall activities and clothes we can have fun in.
- We are sunsmart, promote slip, slop, slap and require children to wear a hat each day during summertime.
- Change of clothes and towel may be required.
- Naming all items reduces losses.

WHAT NOT TO BRING TO THE HOLIDAY PROGRAMME
- No spending money, lunch money, electronic games, cell phones, noodles or food that requires heating
Staff will not be responsible for children’s toys. Devices may be handed into the office for safe keeping.

ENROLMENT FORM
All parents/caregivers will be required to complete an enrolment form prior to the commencement of their child’s participation at the programme. Before & After School : Enrol once a year. Holiday Programme : Enrol each Holiday Programme.

SIGNING IN AND OUT OF CHILDREN
All parents, caregivers are required to sign the daily attendance sheet confirming their child’s attendance at the programme when collecting them. This must be carried out on a daily basis. On before school & full day programmes parents/caregivers will also have to sign their child/ren in.

COLLECTING YOUR CHILD
Parents/caregivers must inform the supervisor if a person who is not listed on the child’s enrolment form will be collecting them. If a person arrives to collect your child whose name is not on your enrolment form, then we are obliged (for your child’s safety) to keep your child in our care until you have been located for consent.

OSCAR@OASIS POLICIES
We have a comprehensive Policies and Procedures Manual which is available for inspection. It contains information on health & safety, making complaints, employment practices, child protection policy etc.

SICKNESS AND INJURY
A child must not be brought to the programme if he/she is ill. Parents will need an alternative plan in this event. If a child becomes ill, the parents will be contacted and asked to collect them. In the case of injuries, staff will administer First Aid, and the parent will be contacted if required. Pain relief may be given in the form of liquid paracetamol in the cases of illness or injury unless you advise us otherwise.

BEHAVIOUR MANAGEMENT
We place an emphasis on positive self concept and individual worth. We aim to teach children that damaging property and hurting others both physically and emotionally is inappropriate. Most of the incidents involving children being hurt are minor and best dealt with by staff modelling good behaviour, gentle reminding, diverting and redirecting. However, if a child’s behaviour is consistently harmful and disruptive to the other children, parents will be asked to remove him/her from the programme. We reserve the right to restrict an enrolment to a trial period of an agreed-to length of time.

CHILD SAFETY
We have a detailed Child Protection Policy. We are committed to the prevention of child abuse and to the protection of children and young persons. The well being and safety of children and young people is the primary goal of the organisation.

COMPLAINTS
We have a detailed complaints procedure. If you have any problems please approach the Programme Manager, Lea Stuart or Assistant Manager, Sheryn Ingle. They will be happy to assist you with your concerns.

PARKING/DRIVEWAY
Please observe the one-way system when driving in, and keep your speed to walking pace only. Please park to the side of the driveway when collecting and dropping off your children. We must keep the driveway clear.