

## **OSCAR PROGRAMME TERMS AND CONDITIONS**

### **GENERAL**

1. Only children for whom there is a completed enrolment form will be accepted into the programme. Supervisors should be informed of any changes to information on enrolment forms.
2. All children are to be collected no later than 6pm each day.
3. Supervisors are to be advised if someone other than the appointed person is collecting children. Please also note authorised people who can pick up your children and also people who are not authorised on the online Enrolmy enrolment form.
4. Please note our social media clause on the online enrolment form under "More information" Please tick yes for consent or no.
5. If you wish your child to appear on photos or videos while at St Heliers Oscar @ Glendowie Centre & Churchill Park Oscar programmes, please tick yes for consent or no. This is found under the child's details on our online enrolment form on Enrolmy. The images will be used for promotional material.
6. Please advise us -of any safety or custody issues that may affect your child's wellbeing and security on the online Enrolmy enrolment form.
7. Please advise us of any medical condition or allergies or special dietary requirements on the online Enrolmy enrolment form.
8. Children must be informed of collection points and times from schools. In the event of a child not appearing for roll call, the supervisor will in the first instance contact the school office. If there is no explanation for the child's absence, the child's parents/listed contacts will be contacted.
9. Bookings must be made in advance by filling in the online enrolment form provided.
10. St Heliers Church and Community Centre have the right to decline an enrolment of a child due to health and safety reasons or previous history of being on the Oscar programme.

### **PAYMENT**

1. Fees will be invoiced 5 weeks in arrears. Invoices should be settled within 7 days of receipt. We ask that all invoices are settled in order that a place may be secured in the following term.
2. For parents wishing to pay by automatic payment or internet, our account number is: St Heliers Community Centre, ANZ St Heliers, 01-0262 - 0120272-01.

3. Cash payments should be given to the community centre office and must be receipted.
4. Eftpos services are available in the main office.
5. The individual signing the enrolment will be liable for any outstanding accounts.
6. Unpaid accounts may result in children being asked to leave the programme.

## BOOKINGS

1. Should you wish to alter days of your child's attendance please request this in writing 2 weeks in advance.
2. 1 change to existing days is permitted per term.
3. One off additional days are available only when space is available.
4. All cancellations are to be requested in writing 2 weeks in advance. If a request to cancel is made within the 2 week period, the days requested to be cancelled are still liable for payment.
5. Please note that all bookings made are payable and no refunds are made for non-attendance, including sickness.
6. Should your child be sick and/or unable to attend the after school programme please contact the Oscar Office by 10am on the day.

## OSCAR SESSIONS

1. Supervisors may arrange any necessary urgent medical treatment at parent's cost.
2. Parents should report to supervisors when collecting children from the programme and sign out their children in the register at the door. **Collecting children from Oscar:** Oscar closes at 6pm sharp. A charge of \$1 per minute after 6pm will be made. Parents delivering children to breakfast club must sign children in to the programme. Children who are booked in for the walk down option only – at Glendowie Centre – are to be collected at 4pm. If collected any time after 4pm, the full session cost of \$20.13 per child will apply.
3. Parents should advise supervisors of any situations that may disturb children.
4. Respect is to be shown from children regarding differences and other cultures.
5. Children are expected to listen and respond to directions given by staff at the Oscar programme.
6. Children are expected to respect staff at the Oscar programme.
7. The Oscar programme will not tolerate:
  - Bullying
  - Swearing
  - Abuse of any kind

8. Unsafe behaviour or behaviour which consistently affects the quality of care available to other children or is detrimental to children and/or staff may result in children being asked to leave the programme.
9. While the Out-of-School Care employees will take care to provide proper supervision of children at all times, neither the St Heliers Presbyterian Church, Community Centre, nor the employed and volunteer staff shall have any personal liability in respect to any act of omission arising from any session or activity of the service.
10. The staff take all care but no responsibility for your child's personal property. All lost property is kept in the Oscar Office in boxes for one term and then donated to charity.
11. Information held on enrolment is used for the purposes of establishing and maintaining accurate records held by St Heliers Centre. This information is stored on our online booking system Enrolmy. Parents are welcome to update their details by logging into their account. This information will not be passed to any other body, and will be accessed only by staff operating the Oscar programme. Information will be made available to Oranga Tamariki for the purpose of approving the programmes.