



Bread of Life OSCAR
14B Stephenson St
Blenheim

Maryn Kotze (*OSCAR Coordinator*): 022 699 0601
Email: oscars@breadoflife.org.nz
Lynn Beal (*OSCAR Office Assistant*):
Email: admin@breadoflife.org.nz
Demi Gouws (*OSCAR Financial Administrator*)
Email: accounts@breadoflife.org.nz
Office Hours: 9am – 4.30pm
Office Phone: 03-578 1355

Bread of Life OSCAR Information pack.

MISSION STATEMENT: To make Jesus visible in our community through actions of love, concern, and support.

AIM: To meet the needs of families in the wider Blenheim community by providing a secure, stimulating, consistent, professional, and caring environment for their school aged children.

Bread of Life OSCAR (Out of School Care and Recreation) OSCAR is a group-based programme. Currently we manage nine different programmes at 5 venues. We provide Before School, After School and Holiday programmes. The Springlands after School programme is currently for their students only. All these programmes are managed by The Bread of Life Trust. The OSCAR staff are employed by the Trust to provide a safe, stimulating, caring and comfortable environment, considering children's individual needs. The programme is not highly structured but does include one planned activity each session. In holidays the programme is structured with many activities during the day to give variety for the children. Art and craft materials, games for different ages and sports equipment are all available. Activities are well supervised whether indoor or outdoor and a quiet rest space is available for those children wishing to do homework or having time out.

TRUST: Chairperson: Stewart McLean

AND 3 other Trustees who have a real passion for the Bread of Life Community Based services.

OSCAR Coordinator: Maryn Kotze

OSCAR Office Assistant: Lynn Beal

OSCAR Financial Administrator: Demi Gouws

Each programme has a supervisor and assistants for a 1:10 child ratio.

VENUES and TIMES:

After School: Blenheim, Redwoodtown, Springlands, St Mary's and Woodbourne operate between 3pm-5.30pm (40 weeks a year)

Before School: Springlands opens each weekday during term @ 7.15am. (40 weeks a year)

Holiday programmes: Blenheim Junior programme (5–9-year-olds); Redwoodtown Programme (5 – 13year olds) between 8.00am-5.30pm. Woodbourne (5 – 13year olds) 7.15am - 5.30pm (10 weeks a year)

FEE STRUCTURE: As from 1st September 2019 (exclusive of statutory holidays during the term and holiday).

A \$20 registration fee for new families enrolling.

After School Care: - (3.00-5.30pm) with transport provided \$20.75 per day.
With no transport provided \$17.50 per day.
Late pick-up fee: \$10.00 per day.

Before School Care: - (7.15-8.30am) \$10.50 per morning with no transport breakfast provided.
\$13.75 per morning with transport.

Holidays: - based on \$7.00 per hour with a maximum of \$260 per week per child, after 40 hours.
Minimum daily charge - \$28.00 for any booking under 4 hours.
Extra charges up to \$25 per week for excursions.

CANCELLATION FEE: \$28 for any cancellations or drastic changes to holiday bookings.

Bills and payments: -Invoices are emailed weekly. They are in arrears and will display a week's worth of activity.

An Automatic Payment must be set up within the first week of starting.

Account Details: Bread of Life OSCAR 03 1355 0757998 01 SBS Bank, use child's name as reference please and Customer ID.

Please note: A Late Payment fee of \$15 will be charged if your account is not paid by the due date stated on the invoice, unless a different arrangement has been set up!

GENERAL INFORMATION

Staff/Child Ratio: 1 staff to 10 children with 2 staff always present.
On outings 1:8 or 1:6 depending on level of risk.

Child Age Range: Children from 5 to 13 years inclusive can access our care.

Attendance: Children may come to OSCAR on a regular or semi-regular basis. If your child is not attending on any pre-booked session, you must make notification to the programme as soon as practical of non-attendance. **You will be charged for Absences.** If a week's notice (7 days), is given of non-attendance, you will not be charged for that day. You will be charged a holding fee if you require us to hold a space for any long-term absences over two weeks. There is a two-week notice period if you would like to remove your child from OSCARS at any time during the year. Fees will be applied for the duration of those two weeks.

Holiday Bookings: Holiday Registrations usually open a month prior to the upcoming holidays. Bookings work on a first come, first serve basis. NO holiday booking will be made without a holiday registration form. A confirmation email along with a projected invoice will be sent once the registration is processed. A holiday plan - with the daily schedule - will be sent to ALL holiday registers on the Friday prior to the holiday programme starting. Please note that an administration fee of \$24 will be charged for any cancellations of days or drastic changes to the existing booking. Unforeseen Circumstances will be taken into consideration.

Transport: This is provided if possible, by Bread of Life vehicles. There is a limit to availability of seats, due to the size of the vans picking up. Children must wear seat belts when in any Bread of Life vehicle. Approved car booster seats are in each vehicle for the under sevens. Children are expected to be at the collection point for pick up as arranged. If any child is not at the point of collection, or located with ease, the child may be left behind. The Supervisor will be notified and will follow up parents/caregivers/school to ascertain the child's whereabouts. Roadtrips Marlborough provide us with buses for excursions during the holidays. Ritchies provide transport for children from Renwick School to Woodbourne OSCAR.

Policy and Procedures: - A copy of these is available at each OSCAR programme and available for you to read. These are reviewed, as necessary.

Parents have the right to complain if they are unhappy with any aspect of the OSCAR Programme. A full copy of the Complaints Policy and Procedure is available on request at any of the programme venues.

PARENT/CAREGIVERS RESPONSIBILITIES regarding attendance: -

1. Collect children on time. A penalty fee will be charged to parents who collect children after the allocated booked time.
2. Inform your child's center if your child/ren are not coming to OSCAR. No refund of fees, unless one week's (7 Days) notice is given.
3. Inform OSCAR if your child/ren is to be collected by anyone not on the enrolment form. A person collecting your child that is not on the enrolment form will need to show ID (Driver's license) when they collect your child.
4. Sign the in/out attendance sheet when you collect or drop off your child/ren
5. Ensure that your fees are paid within 7 days of receiving the invoice. Cancellation of child's place will occur if fees remain unpaid.
6. Inform the OSCAR Supervisor of any changes of address, phone numbers or emergency caregivers.
7. Check the notice board regularly for information and requests.

OSCAR RESPONSIBILITIES regarding attendance

1. OSCAR will try to ascertain the whereabouts of all children whose attendance is expected unless notification has been given to the programme supervisor.
2. No children will be permitted to leave OSCAR with any unauthorized persons unless prior arrangements have been made with the Supervisor.

OSCAR Venue Cellphone Numbers to report Child's Absences:

Springlands: 0221241946

Woodbourne: 0273005249 / 5771298

Redwoodtown: 0277502073

Blenheim: 0277529727

St Mary's: 0226948737

Guidelines for behaviour at the OSCAR Programmes

Parents are to make children aware of the following guidelines:

1. Children are to respect the staff, by listening to them and being obedient.
2. Children are to respect the rights of other children and accept their differences.
3. No swearing, fighting, or bullying.
4. No leaving the OSCAR Programmes, without permission
5. Everyone is expected to help tidy and pack up as they leave the programme.
6. Children must return sports equipment to correct place.
7. Children are responsible for their own belongings and to leave other people's belongings alone.
8. Respect for all property.
9. If someone is hurt or upset, tell the Supervisor.
10. OSCAR is not responsible for child's cell phone, MP players and other toys.
11. Personal cell phones will not be used at OSCAR, unless the Supervisor has given permission.

Vehicle Behaviour and expectations:

1. Leave your class as soon as you are allowed.
2. Wait quietly for the pick-up, at appointed location.
3. Check with the driver that you should be picked up.
4. Sit quietly in the vehicle, where you are told to and do up your seatbelt and talk quietly with the other children.
5. Only unbuckle seatbelt and exit vehicle when told to by the driver.

If children continually break these guidelines the following steps will be taken:

1. The child will be warned.
2. The child will be given "Thinking time". This will be in a space away from the group.
3. The parents will be notified of these misbehaviours and if they persist, a meeting with caregivers /child and staff will occur, with a behaviour contract to follow.
4. If there is ongoing behaviour issues, the child may be suspended from OSCAR for an appropriate time in consultation with the parents and the Manager.

Bread of Life OSCAR Parent Agreement: Parent's Copy

I wish to enroll my child/ren in the Bread of Life Out of School and Recreation Service after having read the information pack.

I acknowledge and agree to the following conditions:

1. My child/ren will be collected on time at the end of the programme or a late fee will be charged.
2. Only persons appropriately identified on the enrolment form will be allowed to collect my child, unless the Supervisor has been previously advised, by the primary caregiver.
3. I agree that I will set up an Automatic Payment to pay the weekly fees, and non-payment of fees will result in my child/ren's place being cancelled and my account being sent to the debt collectors. We do not charge for statutory holidays during the term and holidays. **Please note that we have a Late Payment fee if your account is not paid by the due date stated on the invoice. Unless a different arrangement has been set up!**
4. I understand that if my child/ren require leave from registered OSCAR days for a period of more than 2 weeks, and I wish a space to be held for my child/ren a 50% retainer fee of set fees will be charged weekly.
5. On occasions that the child/ren will not be attending a pre-booked session I will inform the Supervisor. (Unless a full week's notice is given in advance for absences, full fees will be charged.)
6. I understand that I must give two weeks' notice if I decide to remove my child from OSCARS at any time during the year and I am accountable for the fees during those two weeks.
7. I understand that – DURING HOLIDAYS – an administration fee of \$24 will be charged for ANY changes that are being made to the existing booking. Unforeseen Circumstances will be taken into consideration.
8. Any disagreement regarding fees is to be addressed to the Coordinator or Office Administrator.
9. The Supervisors will be advised immediately of any change in details contained in the enrolment form, addresses, emails, phone numbers, authorized caregivers, health issues and medications.
10. The Supervisors may arrange urgent medical treatment for my child at my expense.
11. The Supervisors will be advised of any situation, which may be disturbing to my child/ren.
12. It is my responsibility to ensure that my child acts in an appropriate manner while at OSCAR. Any behaviour, which consistently affects the quality care available to other children, may result in suspension or removal from the programme as set out in the Behaviour Management Policy.
13. I agree to pay for damage willfully caused by my child.
14. I understand that my child/ren is responsible for their own property.
15. I give my permission for my child/ren to go on prearranged outings; these are advertised in the holiday programme, or noted at the After School programmes.
16. Photographs of my child/ren may be used for genuine resources and publicity purposes.
17. I agree to abide by the rules and procedures of OSCAR (a copy of current policies and procedures can be obtained from the Manager).
18. I understand that all staff are screened, trained and have appropriate experience for the job they do and that Bread Of Life OSCAR complies with Health and Safety policies and the National OSCAR Standard, as set out by Ministry of Social Development. However, accidents/incidents do happen and I will not hold Bread of Life OSCAR responsible for genuine mishaps.

The Bread of Life OSCAR programme is managed by the Bread of Life Trust which is separate from the venue where your children will be in care. The management of these venues is not responsible for the OSCAR service, or liable for any act of omission arising from the programme.

(Name of parent/caregiver)

On behalf of BOL OSCAR

(Signature)

(Supervisor, Office Administrator, Manager)

(Date)

(Date)

Privacy Act 1993:

The information you have supplied is necessary for the safe and effective operation of the OSCAR programme. You are welcome to review information pertaining to your child's enrolment at any time. Information relating to your child's enrolment will be kept confidential.

Note, however there may be circumstances in which personal information will be disclosed to others, for example:

- (1) Our organisation is committed to keeping children safe; if we have concerns about the safety of a child, we may share information with appropriate agencies.
- (2) Our organisation is periodically audited by the Ministry of Social Development who provide financial assistance for our OSCAR programmes; personal information may be reviewed as part of that audit process.
- (3) Where any legislation requires us to disclose information. All personal information will be destroyed safely within two years of the completion of your child's time in the programme.

You can learn more about our obligations and your rights under the Privacy Act 1993 by visiting the Privacy Commissioner's website at <https://www.privacy.org.nz/the-privacy-act-and-codes/the-privacy-act/>



BREAD OF LIFE OSCAR ENROLMENT FORM

Child's name: -	D.O.B	Ethnicity	M/F
Child's name: -	D.O.B	Ethnicity	M/F
Child's Name: -	D.O.B	Ethnicity	M/F
Address: -		Home Phone: -	
Email: -		School attending: -	

Persons authorized to sign children in/out and pick up and emergency contacts as required by MSD for our approval. 2 Caregivers to sign this form. (Must be local)

Primary Caregiver: - _____ **Signature** _____

Relationship to Child: _____ Place of work _____ Contact Number _____

Secondary Caregiver: - _____ **Signature** _____

Relationship to child: _____ Place of work _____ Contact Number _____

Emergency Contacts should be different to the Caregivers and need to be local. These contacts are only used in case of an emergency and if we cannot get hold of the Primary or Secondary Caregiver.

1. Emergency Contact: - _____

Relationship to child _____ Contact Number _____

2. Emergency Contact: - _____

Relationship to child _____ Contact Number _____

Medical Conditions we should know about, and how we should manage these. (Allergies, Asperger, ADHD etc.)

Personal Information we should know. e.g., custody, special needs, behaviour management and how we should manage these. Children with Special needs- attached form required to be filled in.

I agree for Bread of Life OSCAR to organize transportation for my child as required to attend OSCAR programmes, Before, After School and to go on trips in the holidays.

Signed Parent/Caregiver _____ Date _____

Tick which programmes and circle days for Before and After School and which holiday programmes your child might attend.

Holiday forms for days and times required, will be sent midterm each term.

Blenheim After. School Y1-8 Mon, Tues, Wed, Thurs, Fri		Blenheim Holiday for 5-9 year olds 8.00-5.30pm week days		
St Mary's After School Y1-8 Mon, Tues, Wed, Thurs, Fri		Woodbourne Holiday for 5-13 year olds 7.15-5.30 week days		
Redwoodtown After School Y1-8 Mon, Tues, Wed, Thurs, Fri		Redwoodtown Holidays for 5-13 year olds 8.00-5.30pm week days		
Woodbourne After School Y1-8 Mon, Tues, Wed, Thurs, Fri				
Springlands After School Y1-6 Mon, Tues, Wed, Thurs, Fri		Subsidy	Yes	No
Springlands Before School Mon, Tues, Wed, Thurs, Fri		Transport	Yes	No

Please drop your completed enrolment form along with your WINZ subsidy form off at the OSCAR Office. Once the enrolment form has been processed you will receive confirmation of your booking via email. An appointment will be made with you, if required.

Bread of Life OSCAR Office, 14B Stephenson St, Blenheim 7201

Maryn Kotze (OSCAR Coordinator): 022 699 0601

Email: oscars@breadoflife.org.nz

Lynn Beal (OSCAR Office Assistant):

Email: admin@breadoflife.org.nz

Demi Gouws (OSCAR Financial Administrator)

Email: accounts@breadoflife.org.nz

Office	Reg. fee		KidTracker		Mapped	
Use	Receipt		Scheduled		MailChimp	
Only	Subsidy		Confirm.Email			

ENROLMENT OF CHILDREN WITH SPECIAL NEEDS

Bread of Life OSCAR believes in the inclusion of all children in our programmes where possible. If a child has special needs the Coordinator and Staff will decide whether we can meet the needs of the child. The decision will be based on the staff feeling competent and supported to manage the child's needs effectively while also ensuring that the enrolment does not unreasonably interfere with the supervision and safety of other children at the program.

If the application is successful, the staff will then work together with the caregiver to put a plan in place to ensure that necessary resources are available to meet the needs of the child.

This will need to happen before the child can be enrolled for the programme.

To enable the Coordinator and Supervisor to determine what needs to be put in place for your child to attend OSCAR please fill in this form.

- 1) Does your child have a diagnosed condition? Yes / No
If yes, what is this condition? (We may require you to provide further information on this condition)

- 2) Does your child require any special aides e.g., wheelchair?

- 3) Is your child on medication? Yes / No
If yes, will your child need medication during the programme and what are the requirements of medication for us. You will be required to fill in a medication form at the programme and sign every day.

- 4) Does your child have teacher aide support in the school environment? Yes / No
If yes, how often and for what needs?

- 5) Any additional information we should know such as behaviour management for your child. What strategies and consequences are you using at home for your child's behaviour?

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15. I agree to abide by the rules and procedures of OSCAR (a copy of current policies and procedures can be obtained from the Manager).
16. I understand that all staff are screened, trained and have appropriate experience for the job they do and that Bread of Life OSCAR complies with Health and Safety policies and the National OSCAR Standard, as set out by Ministry of Social Development. However, accidents/incidents do happen, and I will not hold Bread of Life OSCAR responsible for genuine mishaps.

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(Name of parent/caregiver)

On behalf of BOL OSCAR

(Signature)

(Supervisor, Office Administrator, Manager)

(Date)

(Date)

Privacy Act 1993:

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- (4) Our organisation is committed to keeping children safe; if we have concerns about the safety of a child we may share information with appropriate agencies
- (5) Our organisation is periodically audited by the Ministry of Social Development who provide financial assistance for our OSCAR programmes; personal information may be reviewed as part of that audit process
- (6) Where any legislation requires us to disclose information

All personal information will be destroyed safely within two years of the completion of your child's time in the programme.

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July 2018



4 Kids

We would like to take photos of children as they are busy with activities at Oscars and then be able to post these photos on our Facebook Page or Website. We know that there are families with special arrangements and would first like to seek permission from parents to post on Facebook.

Can you please complete the following permission slip by ticking the appropriate statement and hand it back to the supervisor at your child's center?

I, _____ (parents' name) give consent. Yes No

that photos of _____ (child/children's name) can be posted on
Facebook/Website.

Parent Signature