

## New Parent Information Sheet

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### **Mairehau Primary and St Francis of Assisi OSCAR Programmes**

The OSCAR Programme is managed by Neighbourhood Trust.

The Supervisor and Staff are employed by Neighbourhood Trust to provide a safe, stimulating, caring and comfortable environment for the children, taking into account children's individual needs.

The programme is structured and includes planned programmes, games and activities for each session. The children have use of the playgrounds. All activities are well supervised whether indoor or outdoor and a quiet rest place is available for those children who would like this.

#### **Vision**

The Programme is committed to provide primary school children and their families in the Mairehau community with an excellent quality, safe and affordable programme. To help build children's self-esteem and teach them character values that will help develop their future potential, whilst providing a fun environment for both holiday times and out of school hours.

#### **Management**

General Manager	Dan Hzyl :	Ph: 027 246 7843
OSCAR Manager	Roana Johnstone:	Ph: 027 701 9382
		E: <a href="mailto:childrens@nht.org.nz">childrens@nht.org.nz</a>
Accounts	Roana Johnstone & Chelsea Meikle onsite	

#### **Programme Staff**

<b>Before and Afterschool</b>	Supervisor & 2IC: Chelsea Meikle	M: 027 717 2544 (please leave a message)
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E: [mairehau@nht.org.nz](mailto:mairehau@nht.org.nz)

#### **Programme Location:**

Currently located at 370 Innes Rd  
St Francis of Assisi Catholic school

#### **Fees**

After School	3:00 -5.30pm	\$17.50	<b> From Term 3 2021 3-6pm \$22.50</b>
Before School	7:30 – 8:30 am	\$12.00	
Holiday Programme	8:00am – 5:30pm	\$56.00	8:30am – 5:30pm \$50.00

There will be a sibling discount for the second child of 10% from term 3 2021.

**Please note: No refunds for absences, public holidays, teacher only days etc.**

**All outstanding invoices must be paid prior to holiday bookings being accepted.**

#### **Attendance**

Children may attend the programme on a regular or casual basis. ASP provides a safe & affordable service for parents and children, ensuring that all children expected to attend ASP will be accounted for. A staff member is allocated each day to the task of checking that all children's whose attendance is booked are present. In the event that any child who does not arrive as expected, the staff member will contact the parents/caregivers to ascertain the child's whereabouts. Non-attendance will be charged at the normal daily rate. In consideration staff should be notified of the non-attendance in advance. Notification is preferred before 12:30pm on the day of non-attendance.

**Parents should note that ASP cannot take responsibility for their child/ren's arrival at the After School Programme if a booking has not been confirmed.**

#### **1. Regulars**

Regular attendees designate the days of the week they will be attending by registering these days through the AimyPlus website. Children are expected at the programme on those days unless staff have been notified in advance by a parent/caregiver of any absence/s. Public Holidays that fall within the school term will carry a normal charge. There are no refunds for absences.

#### **2. Casuals**

Casuals are children who attend occasionally or at irregular times. Attendance of casuals should be notified at least one day in advance and payment is to be paid on statement. There are no refunds for absences.

**Casual bookings may not be confirmed if there are no spaces available.** Generally Tuesdays afternoons are not available for casual bookings.

## **Enrolments**

1. Please contact the OSCAR Manager or the Supervisor for initial enrolment/registration information.
2. Before registration, an enrolment profile must be created through Aimyplus <https://nht.aimyplus.com>
3. Parent/child/ren profile/s information must be completed for each child including casual attendances, otherwise we cannot accept the booking.
4. You are welcome to visit the After School Programme at any time.
5. We are unable to guarantee places for casual bookings. If there is space, enrolments will be confirmed by the Supervisor.
6. Short notice bookings, please contact the Chelsea M. 027 717 2544 or Roana Johnstone M: 027 701 9382.

## **Information**

- Staff/child ratio: 1: 10 onsite| | 1: 8 for Trips | 1:5 for swimming or around water
- Child's school year range: Year 0 - Year 8
- Afternoon Tea is provided: Sandwiches, fruit and a drink
- Communication: Primarily through email and text.
- Behaviour guidance: We reinforce the Tamariki expectations for our programme

## **Parent/Guardian/Caregiver Responsibilities**

- Collect child/ren on time. A late pick-up penalty of \$20 will be charged for every 15 minutes or part thereof
- Inform the staff if your child/ren are not coming to the programme or are being collected by any one whom is not authorised on their profile to pick them up
- Ensure a staff member is informed when you collect your child and sign them out through the ipad.
- Ensure that your child/ren know where they are to be each day after school
- Provide a sunhat and sunscreen in terms 1 and 4
- Please inform the Supervisor of any change to personal details
- NHT is a Ministry of Social Development approved provider.
- Caregiver/parents are responsible for payment of all fees.
- Complete and submit any subsidy documentation in a timely manner each term

## **Afterschool Programme Responsibilities**

- The ASP staff will ascertain the whereabouts of all children whose attendance is expected unless notification has been given to the contrary
- No children are permitted to leave the school grounds with out an authorised adult unless previously arranged
- Supervisors can administer medicines as notified by the parents on the medical consent form

## **Before school Programme Responsibilities**

- The BSP staff will provide the option of breakfast for all children in attendance before 8 am.
- Walking bus will be used to get children to Mairehau Primary. Juniors are walked to their classroom
- No children are permitted to leave the school grounds with out an authorised staff member
- Supervisors can administer medicines as notified by the parents on the medical consent form

## **Complaints**

If any parents have complaints about the programme or any staff members, they should:

- Approach the OSCAR Manager who will attempt to rectify the situation immediately. The Programme Manager will keep the General Manager (GM) informed of any complaints received and will keep a written record of the complaint, any follow up completed by NHT staff and any outcomes as a result.
- If the complaint remains unsatisfied, they should contact the GM directly.
- For further information consult the Policy and procedures document at the programme

## **Registration**

Copy the link below:

Aimyplus <https://nht.aimyplus.com>