

I give permission for programme staff to administer first aid and to seek emergency treatment if necessary. If medical help is required by a Doctor, I/we agree to cover the cost.

Child/children's Doctor Name Phone No.

Medical Problems

Allergies, Dietary

Restrictions

.....

Personal Information we should know

If parents are separated,

Dual custody or any

Special needs

.....

All care will be taken to provide supervision of children attending the programme in accordance with programme policy and procedures (copy available at Centre). I acknowledge however, in signing this form, that neither the staff nor management of the programme will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the programme.

I/we agree to pay any costs incurred by M.E.S. Oscar Childcare for debt collection/legal costs in the event of my account becoming overdue for payment.

I/we agree to abide by the Terms and Conditions of the Out of School Programme.

I/we agree to pay \$50 deposit for per child and set up an automatic payment to meet the costs of the holiday programme and any incidentals agreed to.

Signed **Date**

Privacy Act (1993)

The information that you have provided is necessary for the safe and effective operation of MES OSCAR. While the law does not require information, refusal may lead to your enrolment being declined. If we do not know all this information, then we cannot ensure the safety of your child/children. MSD Auditors have the authority to access this information under the Children, Young Persons and their Families Act 1989.

Should you default in your fee payment, we will pass this information onto other OSCAR providers.

PERMISSION FOR WALKS/OUTINGS/O.S.C.A.R. ACTIVITIES AND PHOTOGRAPH CHILDREN FOR ART/CRAFT/WEBSITE/DISPLAY PURPOSES ONLY

PLEASE CIRCLE I DO / DO NOT give my permission for my child/ren to be taken for walks/offsite excursions and if required to be transported.

PLEASE CIRCLE I DO / DO NOT give my permission for my child/ren to have their photograph taken by OSCAR staff for the art/craft/website/display and programme purposes only.

Signed **Date**

M.E.S. "OSCAR" HOLIDAY PROGRAMME

PARENT/CAREGIVERS INFORMATION

PROGRAMME

Our Holiday Programmes are currently held in the school halls of Windsor North School (Holiday No. 1) and Middle School (Holiday No. 2). These programmes are not highly structured but they do include some planned activities each session along with indoor and outdoor (weather permitting) activities. Art/craft materials and games for different ages are available and a snack will be provided for morning and afternoon tea, along with drinks for the day. All activities will be well supervised whether indoor or outdoor and there are planned outings (weather permitting).

VISION

To provide a safe, dependable, caring environment for the school holidays where well supervised and organised.

Programmes will keep children occupied and interested. Based on the needs of the community, the programme will be available to children in the 5 - 13 age group.

ENROLMENTS/BOOKINGS

- Enrolments taken at the OSCAR office, Level 1, Menzies Building, Esk Street, Phone 2189520
- On condition that your child has not been refused service from another OSCAR Provider, we will accept the enrolment
- An enrolment form MUST be completed for each child/family.
- Enrolments are finalised on payment of a \$50 deposit per child and proof of AP set up.
- Full fee charges will still apply to any cancellations or non-attendance for days booked
- WINZ subsidised enrolments - you will be liable to pay full fees for cancellations or non-attendance for day's books as WINZ automatically withdraws payment to us.
WINZ subsidised enrolments- any additional hours your child attends against the initial application will be charged at full fees.
- The hourly rate is \$6 per hour and for second child in a family cost is \$5.50 per hour
- Bookings must be a minimum of 4 hours on the selected day
- Full payment is required before start of care if registrations is after closing date

HOURS

- The daily hours shall be 7:00a.m. - 6:00p.m. Monday to Friday
- The programme will not operate on Public Holidays

DAILY REQUIREMENTS CHILDREN NEED TO BRING WITH THEM

- Lunch (we will have facilities to heat if necessary)
- Jackets and hats (for outside play as well as walks to park etc.)
- Indoor and outdoor footwear
- Sunhat and sunblock (during warmer weather)

- Personal drink bottle (optional)

Morning and afternoon snacks will be provided as will cold drinks for the day. It would be appreciated if your child could bring a water/drink bottle.

COMMUNICATION

The "OSCAR" Holiday Programmes can be reached by contacting the OSCAR Staff at Employment Resources

Office – Level 1, Menzies Building, 3 Esk Street -218 9520 Phone/Fax/Voice mail or email at office@mes.org.nz

BEHAVIOUR MANAGEMENT

We use behaviour management techniques that encourage positive self-esteem and development. It is our goal to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected. This is done through the use of positive reinforcement and a stimulating and varied programme to ensure against boredom. Every effort will be made to help your child settle into the programme, however, if a child's behaviour is consistently harmful to themselves or other children, parents/caregivers will be asked to remove him/her from the programme.

DISCIPLINE

The usual school rules must be adhered to along with the "OSCAR" Out of School Care rules as displayed on the premises. Children will be informed of rules and play area on arrival. Respect for the other children and staff is expected always as well as school, OSCAR and other people's property.

Please impress on your children the need to adhere to "OSCAR" and school rules because if there is damage to property parents will be held responsible for the cost of that damage.

POLICY AND PROCEEDURES

A copy of M.E.S. "OSCAR" policy and procedures is available at the programme (which includes a Complaints Policy and Procedure).

PARENT/CAREGIVERS TERMS & CONDITIONS

- Notify OSCAR before 9am if your child is not attending. (Refer- Enrolments/Bookings)
- Ensure an enrolment form is fully completed for each child.
- Keep Arrival & Departure times as near as possible to the time arranged.
- Inform OSCAR of any alteration to information given on enrolment form - i.e. sickness, child being collected by adult other than those named, change in timetable/contact number etc.
- Sign your child in and out of the programme.
- Ensure that a staff member is informed when your child is left at the programme and when collected.
- Ensure all fees are paid regularly or by 20th of the month following attendance, unless prior arrangements made with manager.

- Liable to pay for any costs incurred for debt collection/legal costs in the event of your account being overdue for payment
- It is appreciated when a child is unwell that they do not attend OSCAR.
- Please refrain from allowing your child to bring money, sweets, "junk" food or valuable/breakable toys or games to the programme. If needed, money can be left with the staff for safe- keeping while the child is with us. NO PERSONAL CELLPHONES, CAMERAS OR ELECTRONIC TOYS ARE ALLOWED AT OSCAR, please leave at home or give to OSCAR Staff for safe keeping until the children are collected by parent/caregiver.

SUBSIDY

There is an "OSCAR" childcare subsidy available for families through Work & Income N.Z.

"OSCAR" RESPONSIBILITIES

OSCAR will ascertain the care and whereabouts of all children always is in accordance with programme policy and procedures (available at programme). No children are permitted to leave the school grounds by themselves unless previous arrangements have been made.

All care will be taken to provide supervision of children attending the programme in accordance with programme policy and procedures. Neither staff nor management of the programme will be liable

for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the programme.

Thank you for enrolling your child in our OSCAR Programme we look forward to getting to know you and your child. Please contact us if you have any queries, we are always open to suggestions and appreciate input from parents/caregivers and/or the children.

DIRECT CREDIT/AUTO PAYMENT/INTERNET BANKING DETAILS

BANK ACCOUNT Southland Mature Employment Services Ltd- O.S.C.A.R. ACCOUNT NUMBER
03 0931 0341663 06

Please give a reference- e.g. Child's Name and Programme, Holiday or After School etc.

M.E.S. OSCAR HOLIDAY PROGRAMME

Level I, Menzies Building, Lower Esk Street, P O Box 1668, INVERCARGILL.

Phone/Fax/Answer Phone- 218 9520 Email- office@mes.org.nz

North School Hall

Invercargill Middle School Hall

Chelmsford Street

Jed Street

Cellphone 027 239 4114

Cellphone 027 676 5052