



Christ the King School

CATHOLIC PRIMARY EDUCATION

CHRIST THE KING OSCAR PROGRAMME

Parent Information Sheet

The Christ the King School OSCAR after school programme is managed by the Christ the King School OSCAR Committee. The supervisor and staff are employed by the Committee 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 activities each session, including starting homework. Art/Craft materials, games for different ages and sports equipment are also available. The children have use of the senior or junior playground. All activities are well supervised whether indoor or outdoor and a quiet rest space is available for those children wishing to have time out.

Mission Statement

Christ the King School OSCAR is committed to providing primary school children and their families/Whanau from Christ the King School with a good quality and affordable after-school programme which is care-based with recreational aims.

Attendance

Children may come to after-school care on a permanent or casual basis. Christ the King OSCAR is a safe and affordable service for parents and children, ensuring that all children expected to attend Christ the King OSCAR will be accounted for. A staff member is allocated each day to the task of checking that all those children whose attendance has been advised to Christ the King OSCAR are present. In the event that any of those children do not arrive at after-school care as expected, the staff member will follow up with parents/caregivers to ascertain the child's whereabouts.

To hold your child's place at Christ the King OSCAR all parent fees are due in advance of attending the programme and are non-refundable.

Fees will be charged for cancellations to permanently booked days as your child's place is held on these days. The only exception to this is if we are able to fill this vacancy with a casual booking and therefore you would not be charged.

If your child is going to be absent from OSCAR, notification needs to be made as soon as possible and we will endeavour to fill your vacancy with a casual booking, a message on the OSCAR cellphone will be sufficient. Parents should note that Christ the King OSCAR cannot take any

responsibility for their child/ren's arrival at after-school care if their attendance has not been previously notified to staff.

Permanents

Permanent attendees designate the days of the week they will be attending on enrolment. They will be expected at after-school care on those days and charged unless staff have been notified in advance by a parent / caregiver.

Casuals

Casuals are children who attend only occasionally or at irregular times. As we are full most days it is important that you give us as much notice as possible of your requested day/s and we will confirm these with you as soon as possible. Payment must be made on the day of attendance for all casual bookings.

Enrolment

- ❖ Initial contact to join the group should be made through a Coordinator or the Supervisor
- ❖ Actual enrolment should be made with the supervisor during after-school hours
- ❖ You are welcome to visit after-school care at any time with your children
- ❖ An enrolment form must be completed for each child, including casuals

Information

Staff / Child Ratio: This is currently on average 1:10, no less than 2 staff at any one time and no more than 20 children.

Child Age Range: New entrants to year 8 primary aged children

Telephone: (027) 285 0003, that is, 027 CTK 0003 anytime and leave a message for the Christ the King School OSCAR team before the programme begins each day. Contact number during programme sessions mobile: ph: 027 285 0003.

Fees: Session Times 2:50pm – 5:50pm

Permanent/Full Time Per Week

\$60 per week for one child, \$100 for two children and \$40 per week for each additional child from the same family.

Permanent/Part Time Per Day

\$12.50 per session for one child, \$20.00 per session for two children from the same family, and \$8.00 per session for each additional child from the same family.

Casual Per Day

\$13.50 per session for one child, \$22.50 per session for two children, an extra \$8.00 per session for every additional child from the same family.

Late Fee

Charged from 5.50pm at a rate of \$10 per child for every 10 minutes late.

Public Holidays

If your child is booked to attend a session where a public holiday falls, normal fees will apply.

Afternoon Tea will be provided

Parent / Caregiver Responsibilities

- ❖ Collect children before 5.50pm. A late pick-up penalty will be charged as previously stated.
- ❖ Inform Christ the King School OSCAR if your children are not coming to after-school care or are being collected by anybody else, or of any alteration to your timetable ie children are sick or being collected by someone else.
- ❖ Ensure a staff member is informed when you collect your child.
- ❖ Ensure your children know where they are to be each day after school ie outside Christ the King School hall, to be picked up by Christ the King School OSCAR staff members.
- ❖ Ensure payment of fees in advance. Note: Please refer to the OSCAR Programme Policy & Procedures Document (available on site at CTK OSCAR) for information relating to the interest and administration fee clause on outstanding accounts.
- ❖ Attend any meetings arranged by the Christ the King School OSCAR Committee if possible.
- ❖ Check the notice board regularly. Information / requests will be posted there.

Christ the King Oscar Responsibilities

- ❖ Children will be collected from outside the hall at 2:50pm each day by a staff member. Senior school children can make their way over to the pavilion through the gate on the playing fields through to the tennis courts.
- ❖ Christ the King School OSCAR 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 without an authorized adult (as per enrolment form) .
- ❖ Staff can administer medicines as notified by parents.

Complaints:

- ❖ Complaints should be discussed with the supervisor in the first instance and if not suitably resolved referred to the co-ordinator of the programme, the Christ the King School Oscar Committee and if still not resolved the complaint should be put in writing to the Christ the King OSCAR Committee containing details of the grievance and desired outcomes.
- ❖ In the event of a serious complaint The Department of Child Youth and Family Services may be contacted direct by phoning 0508 326459