

# Oasis After School Care

## Parent Information

The Beachlands Oscar Programme is a member of, and has been set up under, the guidelines of **OSCAR** (Out of School Care And Recreation.)

Our mission is in caring with kindness and wisdom, meeting the developmental, social, cultural, recreational and creative needs of your child, conducting the link between school and home. The programmes are not highly structured but do include two planned activities each session. Art/Craft materials and games for different ages and sports equipment are all available. The children also have access to the Homework centre at a certain time each day for quiet reading and homework.

The children have the use of the courts area, middle and upper playground and the swimming pool. All activities are supervised whether indoor or outdoor. We have two after school programmes running – Kowhai Year 0-Year34 and Rimu Year 4 – Year 8.

### **SUPERVISORS**

The Programme Supervisors are: Jane Foote Kowhai area and Debbie Barry Rimu area.

**BOOKING LINE** - 536-6751 Answerphone when Staff not in attendance.

021-214-1593 - Kowhai Mobile

021-023-80709 - Rimu Mobile

### **ATTENDANCE:**

Children may come to **OASIS** on a regular or casual basis. **OASIS** provides a safe and well-managed service for parents and children, ensuring that all children expected to attend **OASIS** will be accounted for. The supervisors will check each day that all those children whose attendance has been advised to **OASIS** are present. In the event that any of those children do not arrive at **OASIS** as expected, the supervisor will follow up with parents/caregivers to ascertain the child's whereabouts.

**Non – attendance without notification will be charged at the normal daily rate** to cover the cost of a staff member's extra time and resources. If a notified absence occurs before 9.00am on the day of booking, 1 hour session fee will be charged. If a child/ren are not attending for multiple sessions, 1 working week (5 days) notification is needed to incur no charges, failure to do so will incur full session charges.

Notification of a casual attendance must be made **before 2:00pm** on the day that care is required. (Unless emergency care is necessary.)

**Parents should note that OASIS cannot take any responsibility for their child/ren's arrival at OASIS if their attendance has not been previously notified to staff.**

**Regulars:** Regular attendees designate the days of the week they will be attending on enrolment. They will be expected at After School Care on those days unless staff have been notified in advance by a parent/caregiver.

**Casuals:** Casuals are children who occasionally attend. Attendance of casuals should be notified by 2.00pm on the day of attendance.

### **Enrolment:**

- Initial contact to join the group should be made through the supervisor or school office.
- Actual enrolment should be made with the Supervisor during After School hours or with the school office outside these hours.
- You are welcome to visit After School Care at any time with your child/ren.
- An enrolment form must be completed for each child, **including casuals**.

## INFORMATION

**Staff/Child ratio:** 1:10 inside  
1:8 outside  
1:6 pool

**Child Age Range:** 5 – 13 years

**Telephone:** 536-6751 (Booking Line) – 021-214-1593 Kowhai Mobile  
- 021- 023-80709 Rimu Mobile

**Fees:** **Base Fee:** \$6.00 per hr per Child  
**Regular and Casual Bookings** are billed weekly.

## SUBSIDIES

We are a Recognized “OSCAR” provider and OSCAR Subsidies are available from Work and Income New Zealand.

## AFTERNOON TEA

A substantial range of food is available.

## POLICIES

Written policies are on display in the Oasis rooms. Please feel free to read them.

## PARENT/CAREGIVER RESPONSIBILITIES

- Collect children before 6.00pm. A fee of \$10.00 per 15-minute penalty will be charged to parents who collect their children after this time.
- \*\*\* Inform OASIS if your child/ren are **not coming** to After School Care or are being collected by anybody else.\*\*\*  
(We cannot stress the importance for notification of absences – please for the safety of your child).
- Ensure the supervisor is informed when you collect your child and please sign your child out.
- Ensure your children know where they are to be each day after school. If our child/ren know they are to attend OASIS and choose to leave the school grounds, the staff/management cannot be held accountable. Policies are in place for attendance if you wish to see these please ask the Supervisor.
- Ensure that your account is always kept up to date and that your contact numbers are current.
- Check the notice board regularly. Information/request will be posted there.

## OASIS RESPONSIBILITIES

- Kowhai children will be collected from their classrooms by the Supervisor for the first two weeks of starting school.
- OASIS 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 written consent from parents. Arrangements can be made by parents for children to attend other after school activities directly from OASIS.**

**HOMEWORK**

Our staff is here to encourage and assist your child the best they can. Homework is compulsory – if the children do not have any then they are to choose a quiet activity. There is no homework on Fridays.

**KEYRING**

We provide a key ring with our phone numbers on it. Please keep this with you as it is invaluable for emergencies.

**Venue:** Beachlands School  
**Limited to:** 45 Children  
**Fees per Hour:** \$6.00 per Hour/Child

**Payment Method:** Credit Card/Eftpos/Cash/Cheque payable to:  
OASIS After School Care Inc.  
18 Bell Road  
Beachlands  
MANUKAU 2018

