



Families Achieving Balance Charitable Trust
C/- The Kollektive, 17th Avenue
Tauranga, 3112
Ph. (07) 543 3194

Dear Parent

Thank you for your interest in the Omokoroa Point School OSCAR programme

Attached is an enrolment form, a couple of pages of fine print and a single worker policy letter and form. The single worker policy means that while there are others in and around the school, if we have fewer than 9 children there will only be one supervisor in attendance.

Please fill in the forms attached and return them to us either by post or by email to: oscar@fabct.co.nz

Alternatively, you may hand them to an OSCAR supervisor (Cushla, Carol, Robyn or Diana) between 2.30pm and 5.30pm, Monday to Friday at the OSCAR rooms on the school grounds.

Invoices will be generated on a fortnightly basis and sent to you electronically or in the mail. Payment is requested on receipt of the invoice. Online payment is available and is our preferred option. Please note all transactions are to be paid to FAB, not the school.

The cost for the programme for 2019 is \$19.50 (incl. GST) per day per child, but this may be rebated to \$9.75 if your child is picked up by 4pm. You may well qualify for a WINZ subsidy and we can assist you with this. As a first step you can check your eligibility on www.workingforfamilies.govt.nz

We close at 5.30 each night. Please call or text the OSCAR cellphone 022 3834960 if you are running late. A late fee will apply after 5.30pm.

Regards

Cherie Bennett

Programme Operations

Dear Parents

Re Single worker policy

Welcome to OSCAR @ OPS. We look forward to working with you to provide Out of School Care and recreation for you and your children at Omokoroa Point School.

Families Achieving Balance Trust has been operating for more than 8 years and is accredited and approved to work with at risk youth and younger children who may be in need of some gentle guidance to help them along the journey into adulthood. An OSCAR programme is a logical next step in the development of this work.

In order to be able to run this programme economically we are running this service as a single worker programme. That is there will be times when only one supervisor will be in attendance. In order for us to obtain this approval we have had to show that in the unlikely event of the worker becoming ill or incapacitated that we have a solid back-up plan. This plan includes having a person on standby and other adults around should the need arise. All our staff and the backup worker have been police checked and are approved by the Trust.

We also have a comprehensive policy and procedures document which will help us all stay safe. This document is available for you to view in our offices at 1428 Cameron Road, Greerton. These documents are much work and while we are happy for you to view them you may not take copies.

At all times a minimum staff ratio of 1-10 will be maintained, and once we have more than 8 clients attending we will be bringing in another supervisor.

If we can provide any further information about this or any other policies please do not hesitate to contact us.

As part of our policies to allow us to operate as a single worker we need to advise you of this and have you sign the bottom of this letter and return this to us.

Thank you

Cherie Bennett
Manager
Families Achieving Balance Charitable Trust

OSCAR @ OPS Enrolment Form

Child's name _____
Date of Birth _____
Ethnicity _____
Home address _____

Class Teacher _____
(this helps us to check faster if they are absent)

Parent 1 _____
Relationship to child _____
Email _____
Ph numbers _____

Parent 2 _____
Relationship to child _____
Email _____
Ph numbers _____

Please tell us if there is any person forbidden by law to have access to the child(ren). Please provide supporting documentation for our onsite files

Names of other approved people who may collect your child

Name.....
Address.....
Contact numbers.....cell.....
Relationship to child.....

Self Departure

I request that my child/children be released to make their own way home, but no earlier than pm daily.

Signed

Programme Operations

Emergency contact #1 between 2.30pm and 6pm (other than parents/guardians)

Name.....
Address.....
Contact numbers.....cell.....
Relationship to child.....

Emergency contact #2 between 2.30pm and 6pm (other than parents/guardians)

Name.....
Address.....
Contact numbers.....cell.....
Relationship to child.....

Who is the Family Doctor.....
At.....

Can we include your child in publicity photos Yes No

Additional information

Does the client have any medical conditions we should be aware of? eg allergies, diet requirements, asthma, etc

Is there anything further we need to know? eg protection orders, custody arrangements, behavioural issues

Please tell us when you need our services

	Monday	Tuesday	Wednesday	Thursday	Friday
2.30-4					
4-5.30					

I understand that the information I have supplied will be used for assessment purposes and that I will be able to gain access to and correct if necessary by contacting *Families Achieving Balance office*. In signing this registration form I agree to abide by the constitution and bylaws of *Families Achieving Balance*. Should information need to be shared with another agency FAB workers will contact me by phone and discuss prior to disclosure. For Auditing purposes MSD may need access to your confidential information. I will ensure the contact details are up to date at all times.

The fine print

OSCAR @ OPS is run by Families Achieving Balance Charitable Trust (FAB) based at The Collective, 17th Avenue, Tauranga.

We will provide after school care and recreation for your child in a safe and secure environment based at Omokoroa Point School. This programme offers outdoor activities such as organised sports or individual play based on the playground equipment at school. We also offer indoor activities such as arts and crafts, access to school computers (conditions apply), board games and planned group activities such as reading stories together.

Staff are trained in first aid, behaviour management, and water safety (if applicable) OSCAR@OPS is approved to operate by Child, Youth and Family approvals team and WINZ subsidies are available.

Enrolments;

Enrolments are finalised upon completion of an enrolment form and the payment of one week's fees. We will ask you each term to resign the form to check that your details are up to date. There will be a requirement about annually updating or on re enrolling children to ensure their contact details are up-to date.

Signing out:

The adult collecting the child **MUST** sign the child out. There is no flexibility in this, the adult cannot signal them from the car. We have no self arrival situation, and while we may agree to self departure, we must have your prior authorisation in writing.

Hours of operation:

We operate every day after school between 2.30 and 5.30. In order to help you we break this into two blocks and you only pay for the blocks your child attends. Fees are \$9.75 per session and we have two sessions per day.

Fees:

Invoices for fees will be emailed on a fortnightly basis and we would request that payment be made on receipt of the invoice. Payments can be made by cheque, internet banking, or cash. The School office cannot accept payments on our behalf.

NB: (If for any reason payment cannot be made please contact the Administrator as soon as possible on 07-5433194 to discuss the situation as this may affect your child/children being able to attend the programme.)

Absences:

Should your child be sick or not attending we need you to phone us directly. We appreciate being contacted by text message (022 3834960). You can also phone our office in Greerton (5433194) and leave a message.

Collecting your child;

We cannot release your child to anyone who is not on the file. This is a safety issue. Please be aware that the programme closes at 5.30 and we have a not-collected policy which we start at 5.45. We will make extra charges for late collection at a rate of \$10.00 per quarter hour.

Activities:

All activities will be covered by the fees for after school care

Policies and procedures:

We have a large policies and procedures binder that is available for your inspection either at the school site or by arrangement in our office. You are welcome to read it, however you cannot take copies of it.

Positive reinforcement

Our behaviour management policies support positive reinforcement techniques. We will make every effort to settle your child into the programme and to make their time with us as enjoyable as possible. Should you have any concerns please contact us.

Telephone on site;

At all times the site worker will have a cell phone number for you to contact. The number is 022 3834960. This phone does not get checked before 2.20pm each day. If you have a casual arrangement and would like to book your child into after school care on the day, it would be best to contact Cushla 0212039518.

Medication:

Should your child require medication you must complete a medication form and if necessary talk further with us in this regard.

Finishing at OSCAR@OPS

Should you no longer require our services we would appreciate two week's notice. You still can access casual care if needed

Casual care:

Because we are a small group our first priority is to accommodate the booked clients (either full time or pre-booked casual), we can take your child on a very casual basis as long as you have filled the forms in and we have space. This however varies from day to day and a non booked casual client cannot be guaranteed a place day to day.

Emergencies;

We will endeavour to contact you in the case of an emergency, after your child has been made safe. We will call on all other adults around the school and our emergency worker should we need to. We will take (if needed) your child to the nearest medical centre for any emergency treatment.

Paramountcy Principal

At all times, in accordance with our Policies and Procedures documents, we will adhere to the Paramountcy principal where the welfare/safety/wellbeing of the child is our first priority.

Programme Operations

Parents:

I have read and understood the above information. The supervisor has my permission to arrange any emergency medical treatment at my cost. I acknowledge that at all times the staff and management of FABCT take all steps to keep my child safe. The Trust is not liable for any loss or injury to my child arising from their attendance at the Programme.

Signed _____

Date _____

Approval of single worker policy

Your Name: _____

Childs name: _____

Address _____

We have received the letter regarding the single worker policy; we agree that our child may attend on the basis of a single worker being in attendance

Signed: _____

Date _____