



OSCAR House HOLIDAY PROGRAMME Information 2020

We have a wonderful, exciting programme for your children to enjoy and caring experienced staff.

Junior Programme Yrs 0 1&2

Contact **022 175 9534 939 0884**

Middle Programme Years 3-6

Contact **027 922 0870**

Intermediate Programme Years 7&8

Contact **027 256 6835**

Intermediates will be merged with the Middle programme with some separate activities.

ALL Venues: **There is no vehicular or pedestrian access via the driveway.**

Access for the Junior programme is via Eastern Hutt School grounds, through the gate beside E7.

Access for the Middle & Intermediate Holiday programme is via Eastern Hutt School grounds - through the gate off the Pretoria Street field path.

Times: 7:30am - 5:30pm. Late fee will be charged after 5:30pm.

Programme plan may be subject to change.

Attendance: Parents/caregivers please sign your child in and out on the register and acknowledge staff. If you do not sign your child in, we will assume you are not coming in on the day and we will not follow up their absence. You do not need to advise of holiday programme absences on the day. Please also see cancellation policy next page.

On trip days please present your child by 9:00am. We are unable to wait for late arrivals and you will be required to meet the programme at their destination.

Orientation & Probation: A staff member will carry out an induction process and orientation with new children. Your child is on a probationary period for the first two weeks of attendance at OSCAR House. Older children will be issued Behaviour & Electronic Devices Agreements for child and parent to acknowledge and sign.

What to bring:

Appropriate footwear for active playing: no jandals or non-supportive sandals.

Skating: wear thick, long socks.

Summer: Full brimmed named sun hat (compulsory – please place in hat bin; bring your own zip locked bag if required); togs and towels, own sunscreen if sensitive to some brands (30+SPF & waterproof on outdoor swimming days). We encourage protective clothing ie light-weight shirts with sleeves and collars.

Winter (or horrible summer weather): Named warm clothing, coats or jackets; raincoats if wet.

Food and drink: Drink bottle, lots of nutritious food, including morning, lunch and afternoon tea. Please note that children require more food at holiday programme as they are active all day.

What not to bring: Anything your child considers valuable.

We will not be responsible for any loss or damage to personal items.

Please check your child/ren's property before you leave the programme.

Junior Programme – no personal electronic equipment.

Middle & Intermediate Programmes – All personal electronic equipment is brought along at your own risk and may only be used at designated times as informed by the Supervisor.

Lost property: Please label your child/ren's property. Any items remaining at the end of the holidays may be given to charity.

Medication: All medication must be given to the Supervisor and a Medicine Consent Form signed by the parent/caregiver daily.

Manual: Policies and Procedures manual is available to be viewed on site.

Cancellations for 2020: No refund for any cancellations within 8 days prior to the programme commencing.

Doctor's certificate or special circumstances as decided by management.

No refunds for children that are removed from the programme for disruptive behaviour.

How to cancel your booking: Contact dalena@oscarhouse.co.nz 566 0833 or 0275511040 or kelsey@oscarhouse.co.nz by email with your request including your bank account details.

Cancellation will not be effective until one of the managers have given confirmation. No cash refunds can be given. Refunds will be deposited into your account by direct credit.

No transferring, swapping or substituting of booked dates or children is possible.

Late Collection fee of \$20 for the first 10 minutes, thereafter \$1 per minute will be requested if your child/ren are not collected by 5:30pm.

Payment Details

New Attendee's Parents/Caregivers please note that invoices are not sent; please calculate amount from programme plan or from automatic email confirming booking received and deposit fees required into the account by Direct Credit by due date – see website for early bird closure date. Note there are two fee payment dates over the December/January period.

Early Bird Fees: From \$43.50 for on-site days; from \$57.00 for basic trip days. Trips with higher transport, entry costs or staff ratios may be dearer.

Full fees are due after early bird closure as advised on the website.

Account number: **BNZ 02 0560 0031454 003** (suffix differs from OSCAR House before and after school care account) with identifiers of OHHP and your child/ren's surname.

Please contact Kelsey by email for any fee queries kelsey@oscarhouse.co.nz.

OSCAR subsidies:

New attendees: OSCAR Subsidies are available from Work & Income and it is worthwhile to view their website.

Full fees will be charged in advance and the OSCAR subsidy will be refunded when W&I advise OSCAR House that your application has been accepted and we have received the W&I deposit. We suggest you apply for your subsidy as soon as possible.

For existing attendees: OSCAR House families where OSCAR subsidies are currently being received, enrolments will be accepted with any residual fees after subsidy to be invoiced to parent/caregiver after the holidays.

Acceptance of Enrolment - New and Existing Attendees:

Automated response emails are sent to acknowledge your web enrolment has been received.

Numbers are limited by staff/children ratios and staff availability.

Enrolments are only considered accepted upon receipt of payment.

You will be informed directly if your enrolment is not accepted.

New attendees are phoned by management to discuss your child and our procedures.

A second email regarding venue information is issued prior to the programme commencing.

OSCAR House Holiday Programme looks forward to having a great time with your children.

Nga mihi,

Dalena & Kelsey & the OSCAR House teams.