



## OSCAR House HOLIDAY PROGRAMME Information 2024

Haere mai and Welcome. We have a wonderful, exciting programme for your tamariki /children to enjoy and caring experienced staff.

**Junior Programme:**

Contact **022 175 9534**

**School years 0-2**

**Middle/Senior Prgm:**

Contact **027 922 0870**

**School years 3-8**

(Yr 2's turning into Yr 3's remain at the Junior programme for the Summer Holidays)

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

Access for the Junior, Middle/Senior Holiday programmes is via Eastern Hutt School grounds - through the gate off the Pretoria Street field path.

**Times:** 7:30am - 6pm. A late fee will be charged from 6pm.

Junior/Middle/Senior programmes merge at the white house between 7:30-8:30am & 5-6:00pm.

Our programme plan may be subject to change.

**Attendance:** Please either come and stand where staff can see you or come inside. Staff will welcome your tamariki, sign them in or out on the register and send your tamariki out to you, if you prefer to wait outside.

We appreciate a text message when your child is absent.

Please also see cancellation policy on the next page.

On trip days please present your tamariki by 9:00am, as they need to be present for the pre-trip mat time instructions. We are unable to wait for late arrivals and you will be required to meet the programme at their destination. Please keep the programme staff informed.

**Orientation & Probation:** A staff member will carry out an induction process and orientation with new tamariki. Your child is on a probationary period during their first two weeks of attendance at OSCAR House. Behaviour & Electronic Devices Agreements for tamariki for school years 6 and above will be issued to be signed by your child and parent/caregiver.

### **What to bring:**

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

**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, rashies and towels, own sunscreen if sensitive to some brands (30+SPF & waterproof required 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 tamariki 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.

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 tamariki'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. Exception: asthma inhalers may be kept in the child's bag.

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

**We do not swap days at holiday programme after the cancellation date.**

**Cancellations for 2024: No refund for any cancellations within 8 days prior to the programme commencing. Please see cancellation dates on the website.**

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

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

**How to cancel your booking:** Contact [dalena@oscarhouse.co.nz](mailto:dalena@oscarhouse.co.nz) or [kelsey@oscarhouse.co.nz](mailto: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.

**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 6.00pm.

**Payment Details**

**New Attendee's Parents/Caregivers please note that invoices are not sent**; please calculate payment amount from the automatic email confirming booking received, and deposit fees required into the advised account by the due date – see website for early bird closure date. Fees may also be viewed on the programme plan on our website.

Note there are three fee payment dates over the December/January period.

**Early Bird Fees:** From \$60.00 for on-site days; from \$75.00 for basic trip days. Trips with higher transport, entry costs or staff ratios may be dearer.

**Full fees (additional 10%) are due after early bird closure as advised on the website.**

**Additional day enrolment:** If you require any subsequent enrolments after the closing date, please enrol any additional days required for your child on this link: <https://oscarhouse.co.nz/holiday-programme/holiday-enrolment/>

It will be noted on the web enrolment section when there are any days with limited positions, or when the days are full. For any bookings after the early bird closure date require a receipt of payment at the time of bookings emailed to [admin@oscarhouse.co.nz](mailto:admin@oscarhouse.co.nz) When this is received, we'll add your child's name to the register unless we receive other paid bookings first.

**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's surname.

Please contact Kelsey by email for any fee queries [kelsey@oscarhouse.co.nz](mailto: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 issued to parent/caregiver after the holidays.

**Acceptance of Enrolment - New and Existing Attendees:**

- Automated response emails are sent to acknowledge that your web enrolment has been received.
- This details the days you have selected for your child to attend.
- Numbers are limited by staff/child/ren ratios and staff availability.
- Enrolments are only considered accepted upon receipt of payment and bookings after early bird closure require a receipt of payment sent to [admin@oscarhouse.co.nz](mailto:admin@oscarhouse.co.nz).
- You will be informed directly if your enrolment is not accepted.

New attendees are phoned by management to discuss your tamariki 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 tamariki.

Ngā mihi nui,  
Dalena, Kelsey & the OSCAR House team.