



Kaikoura OSCAR  
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Kaikoura  
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## **Kaikoura OSCAR Holiday Programme Information**

**AIM:** To meet the needs of families in the Kaikoura community by providing a secure, stimulating, consistent, professional and caring environment for their school children.

Kaikoura OSCAR (Out of School Care and Recreation) programme is based at St Peters Church Hall, Torquay Street. The staff are employed to provide a safe, stimulating, caring and comfortable environment, taking into account children's individual needs.

The programme is not highly structured but does include one planned daily activity each session. Art and craft materials, games for different ages and sports equipment are all available. All activities are well supervised whether indoor or outdoor and a quiet rest space is available for those children wishing to have time out.

There is a maximum of 20 children at any session.

Kaikoura OSCAR is CYFS approved and therefore working parents may be eligible for the Childcare subsidy. Please talk to your Work and Income Case manager regarding this.

**HOURS OF OPERATION:** 9.00am – 5.00pm. Monday to Friday during Primary School Holidays.

**FEES:** \$28.00 per child per day (or \$1.50 per day for working parents eligible for Childcare subsidy)  
Half day sessions are available from 9.00am -1.00pm or 1.00pm - 5.00pm at \$15.00 per child per session.  
Extra childcare is available from 8.30-9.00am and 5.00-5.30pm at an extra cost of \$2.00 per child per half hour.  
Outings or special activities may be planned for some days and this may incur an extra cost if over \$5.00

### **STAFFING :**

Manager: Val Seatter                      OSCAR Co-ordinator: Lynn Beal  
Supervisor: Calita Jensen              Assistant: Sarah Fisher              Reliever: Dawn Allen

### **ENROLMENTS**

Enrolment forms available from Heartlands, Kaikoura District Council, local Primary Schools or email breadoflifeoscar@xtra.co.nz

### **GENERAL INFORMATION**

**Staff/Child Ratio:** There is a 1 staff to 10 children with 2 staff always present.

**Child Age Range:** 5 -13 years inclusive.

Children may come to OSCAR on a regular or casual basis. Pre booked non attendance will be charged at the normal rate but notification must still be made before nine o'clock on the day of non attendance. Leave a message on the cell phone.

**Morning and Afternoon Tea is provided.** Children to bring their own lunch and water bottle.

**Discipline:** There is a written policy available, which the Supervisor discusses with the children.

**Communication:** OSCAR has developed a communication/complaints policy and procedure. Copies available.

### **OSCAR RESPONSIBILITIES**

OSCAR staff 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 OSCAR unless previously arranged.

### **PARENT/CAREGIVER RESPONSIBILITIES:**

Drop off and collect children on time as pre enrolled and sign the in / out sheet

Inform OSCAR if your child/ren are not coming to the programme—no refund of deposit.

Inform OSCAR if your child/ren is to be collected by anyone else

Pre pay your weekly fees – refund available when one weeks notice of an absence given.

Check the notice board and whiteboard regularly for information and requests.



**Bread of Life Trust 14B Stephenson Street Blenheim Phone/Fax 03 5781355 Email:breadoflife@xtra.co.nz**