



FOUR PEAKS OSCAR PROGRAMME 2019

PARENT INFORMATION AND FEE POLICY

Welcome to the Four Peaks Before and After School Care Programme

ENROLMENT will be confirmed when we have received your completed online enrolment via Enrolmy. We need up to date contact, custody and health and safety information, so please update us with any changes to your enrolment details. New online bookings will need to be completed at the start of each new year.

MEALS. We provide a healthy afternoon tea every day.

ABSENCES. We expect your child to attend the programme unless you have notified us of their absence. Call or text the Supervisor on 021 151 4367. If we have not been notified and your child does not arrive we will do EVERYTHING we can to locate him / her. If your child has been collected straight after school without informing us, the usual charge will apply. *YOUR CHILDS SAFETY IS PARAMOUNT TO US.*

COLLECTING YOUR CHILD. If a person arrives to collect your child/ren and we have no knowledge of this person, then we are obliged (for the safety of your child/ren) to keep the child/ren in our care until you have been located for consent. To save embarrassment we would appreciate prior notification from you on this matter. Please remember that the afternoon programme closes at 5.30 pm. Fees are charged where children are not collected by this time.

EARLY DROPOFF. The morning programme begins at 7:30am and children cannot be supervised before this time. Please do not drop off children early as their personal safety cannot be assured and additional fees may be applied.

SIGNING YOUR CHILD IN or OUT. YOU MUST sign the daily roll each day when you drop off (morning) or collect your child/ren (afternoon). The Supervisor will show you where this is. We need to know what time your child has arrived and that your child has gone home safely in the afternoon.

FEES. Fees are detailed on the following page. Please remember **fees are our source of income.** Invoices are issued each fortnight and are due for payment within 14 days of invoice date. Fees can be paid: by cheque or cash to the Four Peaks Supervisor; by cheque, cash or eftpos at the school office; or by internet payment to the bank account detailed on the back of this page. Fees are non-refundable. Where fees are not paid a credit management process will be started and will follow the Four Peaks Credit Management Policy.

ACCOUNT ENQUIRIES. Please email fourpeaks@cambridgeprimary.co.nz or phone the school on 8275316.

POLICIES AND PROCEDURES. Please see one of the Supervisors if you wish to view our policies and procedures folder. It contains detailed information on health and safety, making complaints, employment practices, etc.

BEHAVIOUR MANAGEMENT. We adhere to the schools Behaviour Management Policy (Nag 5). We use behaviour management techniques that encourage positive self-esteem development. It is our goal to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected. This is done through the use of positive reinforcement and stimulating and a varied programme to ensure against boredom. Every effort will be made to settle your child into the programme. However, if your child's behaviour is consistently harmful to the other children, you will be asked to remove your child from the centre.

EMERGENCIES. Our Supervisor and other staff member are holders of First Aid Certificates and are trained to deal with emergencies. In the case of a serious accident involving your child the staff will RING 111 AND contact you, or take your child to the Cambridge Medical Centre. In a civil emergency the staff will remain at the centre until all children are collected.

CHILD SAFETY. The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the Department of Child, Youth and Family.

COMPLAINTS. The programme has a complaints procedure. If you have any problems please approach the Supervisors, Administration Office in school or school Principal. They will be happy to assist you with your concerns.

SICK CHILDREN. Please do not send along sick children, as we do not have the facilities to care for them. If a child becomes ill during the centre hours, parents will be called and asked to collect them.

If you have any queries or concerns the Supervisor, Helen Fuller is available Mon-Fri after 2.45pm on 021 151 4367.

WE LOOK FORWARD TO GETTING TO KNOW YOUR CHILD

FOUR PEAKS OSCAR PROGRAMME

FEE POLICY 2019

Morning Programme	2019 Session rates, per child
FULL session from 7:30am – 8:30am	\$6.50
HALF session from 8:00am – 8:30am	\$3.60
Afternoon Programme	
FULL session from 3:00pm – 5:30pm	\$14.10
HALF session from 3:00pm – 4:15pm	\$7.00
<p>Family discount: 50% discount applies to the third child in a family attending the same session. This discount does not apply for WINZ subsidised families.</p>	
<p>Bank Account Details: The bank account for any and all Four Peaks payments is as follows</p> <p>Bank: ASB:Branch: Cambridge Account Name: Four Peaks Out of School Care Account Number: 12 3268 0023215 01</p> <p>Reference: Invoice Date and Child/ren names (especially where different to parent surname)</p>	
<p>Cancellation fees: <i>No notice</i> - for bookings cancelled during a session or where a child does not attend, full fees apply. <i>Early notice</i> - cancellations more than 24 hours in advance of session start, no fees apply. <i>Late notice</i> - cancellations within 24 hours of session start, half regular fees apply. <i>Absence excused</i> - where children are absent due to medical conditions, or for a genuine reason, fees may be waived. These will be considered on a case by case basis. Please contact the Supervisor.</p>	
<p>Late pickup: Should your child/ren not be picked up by 5.30pm, a late charge will apply. Up to 15 minutes late the charge is \$10.00 per child. After 5:45pm, per 15 minutes; \$10.00 for one child; \$15 for two children and \$20 for three or more children.</p>	
<p>Families are invoiced every fortnight, and are expected to pay the total balance of their invoice within 14 days from the invoice date. Where fees are unpaid a credit management process will begin which follows the Four Peaks Credit Management Policy.</p> <p>All fees paid by cash, cheque or eftpos will be receipted and payments will show on the following invoice. Cheques should be made payable to Cambridge Primary School and handed to the Supervisor or School Office. Fees can also be paid by cash or eftpos at the school office or by internet banking into the above account. We regret that there are no refunds on fees.</p> <p>Casual bookings are welcome by registering and booking online via Enrolmy.</p> <p>WINZ offers a subsidy as way of assistance to parents / caregivers whose children attend an official OSCAR programme.</p>	

For any further queries please telephone the programme Supervisor or the school office on the numbers below.

Cambridge Primary School	Phone: 07 827 5316	School Term
3 Wilson Street		Only
Cambridge 3434	Email: fourpeaks@cambridgeprimary.co.nz	
Supervisor: Helen Fuller	Contact: 021 151 4367	(at all times)