

# Little Legends — PUKETE —

**Little Legends Pukete OSCAR Programme**

**Before and After School Programme**

**Information Booklet**

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## MISSION STATEMENT

Little Legends Pukete OSCAR Weekly Programmes are designed to enable children to have a good time to play before going to school. Children who have been at school all day will be welcomed into a family type structured programme. The programmes are designed to give a variety of activities and choices.

Our programmes are designed to ensure a balance between free flow play, structured games, quiet time, homework support and responsibility for self and group harmony.

## PHILOSOPHY

Little Legends Pukete OSCAR Programmes believe that:

- Parents/Whānau give us their trust to care for their child/ren with respect and dignity. We endeavour to uphold that trust.
- We believe children respond and learn when they have a chance to interact with and learn from adults who understand their developmental stages and mediate between their peers and the environment.
- Your family values and cultures are unique and will be supported.

## AIMS

Little Legends Pukete OSCAR will endeavour to:

- Employ staff who have a good knowledge and or expertise of this age group and needs.
- Provide a well resourced environment and teach children respect so that there can be harmony sharing and turn taking in the group.
- Develop strong partnerships with parents through regular feedback.
- Provide clear limits and boundaries based on the virtues of tolerance, compassion, empathy and personal responsibility.
- Research, provide, and evaluate programmes that meet their developmental needs and interests.

## THE PROGRAMME

Little Legends Pukete OSCAR Programme is an OSCAR approved and registered programme. OSCAR is the Government appointed accrediting agency for out of school networks in New Zealand. To be OSCAR approved means we have defined and approved policies and procedures, which include such things as child safety and staff appointments.

Our staff are trained and skilled workers with children. They are generally energetic and youthful, and provide fun, safe and skilled supervision for children. We understand that our programmes are only ever as good as the staff appointed to run them—we aim to have the right staff for the role. We work to a 1-10 ratio for staff to children and have at least 2 staff members on site at all times.

Operating hours are:

**Before School:** 7.30am - 9.00am

**After School:** 3.00pm - 5.30pm

Services to parents and children include:

**Morning Care:** Breakfast provided, activities, then through the gate to school.

**After School Care:** Afternoon tea provided, supervised homework and a varied programme of art, recreation, imaginative play, construction and outdoor games.

### Partnerships

Partnerships are formed both with Pukete School that we are next door to, and the parents of the children we work with. Our desire is to be a positive help and contributor to parents/whānau in the care and education of your children.

### Emergencies

Staff at the programme are trained in First Aid and CPR. All accidents are recorded in our 'Accident Book'. In the case of a serious accident involving your child, you will be contacted immediately and an ambulance will be called if required.

### Child Safety

We have a detailed Child Protection Policy, which includes the reporting of any child abuse to the Department of Child, Youth and Family services. Please ask the supervisor or office if you wish to read this.

### Sick Children

It is your responsibility to let us know if your child will be absent because of sickness. Fees will be charged. Please do not send sick children to the programme as we do not have the facilities to care for them. If a child becomes ill during the programme hours, parents will be contacted and they may be required to collect them. A sick bed in a quiet area is available until they are collected.

### Personal Property and Clothing Guidelines

1. Personal property and clothing must be named or labelled with the child's name to make it easier to return lost items to their owner.
2. All personal property and clothing left behind will be stored in lost property for you to collect.
3. Found clothing is kept term by term and will be displayed before the end of each term. Unclaimed and unnamed clothing will be sent to charities.

### **Please Note**

*We assure parents that we take all reasonable care to look after personal property and clothing, but we regret that we cannot take responsibility for items lost or stolen.*

### Annual Enrolment

Each December you will be given a new enrolment form to ensure there is a place for your child the following year. As we have a waiting list it is important that these are returned promptly.

### Siblings

We welcome families with more than one child but if the oldest child gets too big for the programme and we can't meet their needs effectively we will discuss this with you for more ideas. If you have a younger sibling that uses Little Legends Pukete then you will receive a 50% discount off your OSCAR fees.

### Complaints

If you have any concerns or problems, please approach the Little Legends Pukete management team immediately. They will be happy to talk to you about your concerns and assist you in any way they can.

### Meals

#### **Morning Care:**

A healthy breakfast will be provided, cereal followed by toast, and milk or water.

#### **After School Care:**

Afternoon tea consists of various savoury options plus fresh fruit.

Please discuss with the supervisor any dietary special needs.

## **SOCIAL COMPETENCY**

It is our aim to provide a programme where all children are safe, and receive care and attention. Our staff will offer support and treat children fairly, and with dignity and respect. These aspects will be taken into consideration in our endeavour to manage a child's disruptive behaviour. Staff will also look at programme content and environmental factors which may influence behaviour. Staff will also look at programme content and environmental factors which may influence behaviour. Staff will provide behaviour guidance using the least intrusive approach possible and non-punitive practices.

The programme will deal with children's behaviour that is unsafe or poses significant safety risk as a matter of highest priority with the goal of ensuring the safety of all children and programme staff.

Please refer to our Policy and Procedures for the procedures for supporting Social Competence. Parents will be notified of children's behaviour if it is causing disruption to others or damage. Physical bullying will not be condoned, if we are unable to channel the bullying child's behaviour, we will rescind the place.

## **TERMS AND CONDITIONS OF ENROLMENT**

### Enrolment

Your child's enrolment and booking is confirmed when we have received and confirmed this at our reception (No. 3 Cullimore Street, Hamilton).

### Alteration Form

If you need to make any permanent changes to your child's Enrolment Form, please call into reception at No. 3 Cullimore Street.

### Drop off and Pick up

#### **Morning Care:**

Parents will be responsible for dropping off their children at the programme no earlier than 7.30am. They must be signed in by you. We will take responsibility to ensure children are sent through the connecting gate to the school in the morning and signed out by our staff.

#### **Afternoon Care:**

Children will be met at the connecting gate and signed in by the senior teacher. New entrants will be collected from their classroom for the first week or two until they, you and us are confident they will be safe.

### Collection of Children

Please be on time to collect your child. Parents are expected to inform the supervisor if they will be dropping children off late or picking them up early. Please note penalty fees are incurred if you are late to pick up your child/ren.

A late fee of \$10 per 5 minutes (or part thereof) per child will be charged for collection after 5.40pm. Please sign your child out when leaving. If someone other than the named caregiver is collecting your child, it is essential that the supervisor is notified in advance by you (not your child).

Staff will not release a child to a person who is not identified on the Enrolment Form, or who hasn't been identified by the parents. If an unauthorised person comes to collect the child, parents will be contacted by the Management team.

### Procedure for late pick up

If a child is not collected at the end of the programme at 5.30pm, the following procedure will be followed:

- All phone numbers on the enrolment form will be called.
- If there has been no contact with the parents within 15 minutes of the programme closing, the late fee of \$10 per 5 minutes after 5.30pm will be charged.

### Policies and procedures

There is a copy of the policies and procedures at the office (No. 3 Cullimore Street, Hamilton). Please ask the supervisor or the office if you wish to read it.

## **FEES AND PAYMENTS**

### Fees

Once you have decided the days and sessions you want your child in our programme, we will then customise your bill so that you will be charged weekly according to what you have booked. Accounts will be issued on a Wednesday for the week of your child's care. Payment is due on Friday of that same week. Please speak to our OSCAR Coordinator about any current promotional discounts.

For those using Little Legends Pukete, there will be a 50% reduction in your OSCAR fees if a younger sibling attends Little Legends Pukete.

## **Fee Schedule**

**Permanent Booking**; is one that is ongoing, i.e. there is no defined time limit on the booking. The booking is for the same days and times, whether that is, for before school care and/or after school care.

### **Before School Care:**

7.30-9am      \$14.00 per morning

Includes breakfast

### **After School Care:**

3-4.30pm      \$14.00 per afternoon

3-5.30pm      \$17.00 per afternoon

Includes afternoon tea at 3.30pm

**Casual Booking**; is one that is for a finite period of time and there is no commitment for an ongoing booking, this is defined as a casual (non-permanent) booking. *NB. Casual bookings will only be provided shall staffing levels & supervision ratios allow.*

### **Before School Care:**

7.30-9am      \$16.00 per morning

Includes breakfast

### **After School Care:**

3-4.30pm      \$16.00 per afternoon

3-5.30pm      \$19.00 per afternoon

Includes afternoon tea at 3.30pm

### **Late pick up fee:**

A fee of \$10 per 5 minutes (or part thereof) per child will be charged for collecting after 5.30pm

### **Absences:**

If your child is absent, you will still be charged according to your enrolment.

### **Penalty Fee:**

It will be your responsibility to inform the office of your child's absence. A penalty charge for After School Care of \$10.00 will apply when no notification is made for the child's absences by 2pm on the day of the booking. Absences can be submitted via; phone (07 849 6780), email (info@littlelegends.co.nz) or text (022 043 0558)

### **Public Holidays/Teachers Only Day:**

If the day your child is booked with us falls on a public holiday or Teachers Only Day you will still be charged. Any concerns or queries do not hesitate to contact the Centre Manager or the office.