

# 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. We ensure a balance between free flow play, structured games, quiet time, homework support and responsibility for self and group harmony.

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 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.

## PHILOSOPHY & AIMS

Little Legends Pukete OSCAR Programmes believe that and endeavour to:

- 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 & learn when they have a chance to interact with & learn from adults who understand their developmental stages & mediate between their peers and the environment.
- Your family values and cultures are unique and will be supported.
- 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 & evaluate programmes that meet developmental needs & interests.

## THE PROGRAMME

Operating hours:

**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.

Meals: (NB. Please discuss with management any dietary requirements)

**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.

### Child Safety:

Staff at Little Legends 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.

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. It will be your responsibility to inform the office of your child's absence.

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

### Personal Property & Clothing:

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. All personal property and clothing left behind will be stored in lost property for you to collect. 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.

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

### 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.

## **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 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 booking is confirmed when we have received this through our AimyOne platform and have confirmed this. You will receive an email when the booking has been confirmed. You will need to confirm your child's bookings every term to ensure a place for your child is secured. As we occasionally have a wait list, it is important that you have booked this in via our website on our AimyOne booking platform promptly.

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 Pukete School in the morning & signed out by our staff.

**Afternoon Care:** Children will be met at the connecting gate after school and signed in by our programme 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 and confident to make their own way to our programme.

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.

Please sign your child out when leaving. If someone other than one of the named caregivers is collecting your child, it is essential that the supervisor is notified in advance by you in writing (not your child). Staff will not release a child to a person who is not identified on your account. If an unauthorised person comes to collect your child, parents will be contacted by management.

If your child does not attend after school care on a day they are booked in for and we have not been notified of their absence, we will attempt to contact all primary caregivers listed on the child's enrolment form. If we are unable to reach any of the listed caregivers, the matter will be referred to Pukete School. If alternative arrangements have been made for your child for the afternoon, please notify us before 2:00pm on the day.

Procedure for late pick up:

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

- All phone numbers on the enrolment form will be called.
- Failing to make contact with these people within a reasonable time frame will result in us calling the appropriate authorities (Police, Oranga Tamariki etc.) and follow the advice and guidance given. This may result in Little Legends handing the child over to Police

Policies and procedures:

There is a copy of the policies and procedures folder in our OSCAR kitchen. Please ask the supervisor or the office if you wish to read it.

**FEES SCHEDULE**

**Permanent Booking;** is one that is ongoing, i.e. there is no defined booking session. This will be at least two days per week for a minimum of 5 weeks across the term. *NB. Families who have a permanent booking and require additional or "one-off" days for care, will not be charged the additional casual booking surcharge.*

**Before School Care:** (includes breakfast)

7.30-9am      \$14.00 per morning

**After School Care:** (includes afternoon tea at 3.30pm)

3-4.30pm      \$14.00 per afternoon

3-5.30pm      \$17.00 per afternoon

**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. This will be every other booking from the permanent booking mentioned above. *NB. Casual bookings will only be provided shall staffing levels & supervision ratios allow.*

**Before School Care:** (includes breakfast)

7.30-9am      \$16.00 per morning

**After School Care:** (includes afternoon tea at 3.30pm)

3-4.30pm      \$16.00 per afternoon

3-5.30pm      \$19.00 per afternoon

Weekly invoices are sent to families on the Monday a week before the first working day and are due the Friday before the first working day. Fee payments are preferred via internet banking. We suggest setting up an automatic payment, using your child's name as a reference.

**Absences / extra fees:**

If your child is absent, you will still be charged according to your enrolment. If the day your child is booked with us falls on a public holiday or teachers only day you will still be charged.

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

A penalty charge for After School Care of \$10.00 will apply when no notification is made for your child's absence by 2pm on the day of the booking. A fee of \$10 per 5 minutes (or part thereof) per child will be charged for any collection after 5.30pm

**Contacting us / notification of absences:**

To avoid any non-notification absence fees or if you wish to contact us, we can be notified via any of the below methods;

- Visit reception at 3 Cullimore Street
- Email us at [info@littlelegends.co.nz](mailto:info@littlelegends.co.nz)
- Call us on 07 849 6780
- Call or text 022 043 0558

**Changes to Enrolments and/or Bookings:**

All changes to enrolments/bookings must be notified to management as soon as practicably possible. NB. All booking changes must be confirmed by our team. Changes should be requested at least one week in advance to allow us adequate time to process them. Changes include, but are not limited to;

- Adjusting days of care, eg. Adding days/sessions: This must be done via AimyOne, and your parent portal, or by speaking directly with management. All required days/sessions must be confirmed before attending.
- One off changes, eg. Child booked until 4.30pm, however running late need to pick up at 5.30pm: One off changes must be notified to management ASAP via one of our contacting methods.
- Our management team will adjust your booking via AimyOne to reflect these changes.
- Cancelling or ending any care arrangements, eg. The child will no longer attend a programme: End of care and/or cancellation notifications must be made in writing to management no less than 7 days before the change takes effect. Failure to provide sufficient notice as stipulated may result in a continuation of fees charged until the 7-day notice period has been reached. (Applies to all permanent Before and After school bookings)