

The information collected by St Heliers Community Centre is for the purposes of service delivery. It may be viewed by Child, Youth and Family and is managed in accordance with the Privacy Act 1993.

## **OSCAR PROGRAMME TERMS AND CONDITIONS**

### **GENERAL**

1. Only children who have completed an enrolment form will be accepted. Supervisors should be informed of any changes to information on enrolment forms.
2. All children are to be collected no later than 5.45 pm each day. Supervisors are to be advised if someone other than the appointed person is collecting children.
3. Children must be informed of collection points and times from schools. In the event of a child not appearing for roll call, the supervisor will in the first instance contact the school office. If no explanation to absence to child's parents will be contacted.
4. Bookings must be made in advance by filling in the booking form provided.

### **PAYMENT**

1. Fees will be invoiced 5 weeks in arrears. Invoices should be settled within 7 days of receipt. We ask that all invoices are settled in order that a place may be secured in the following term.
2. For parents wishing to pay by automatic payment or internet, our account number is: St Heliers Community Centre, ANZ St Heliers, 01-0262 - 0120272-01.
3. Cash payments should be given to the community centre office and must be receipted.
4. Eftpos services are available in the main office.
5. The individual signing this enrolment will be held liable for any outstanding accounts.

### **BOOKINGS**

1. Should you wish to alter days of your child's attendance please request in writing 2 weeks in advance.
2. 1 change to existing days is permitted per term.
3. Additional changes will be charged \$10
4. One off additional days are available only when space is available.

5. All cancellations are to be requested in writing 2 weeks in advance. If the request is made within the 2 week period the days requested are liable for payment.
6. Please note that all bookings made are payable, no refunds are made for non attendance, including sickness.
7. Should your child be sick and unable to attend the programme please contact the Oscar Office by 10am on the day.

## **OSCAR SESSIONS**

1. Supervisors may arrange any necessary urgent medical treatment at parents cost.
2. Parents should report to supervisors when collecting children from the programme and sign out their children in the register at the door. Parents delivering children to breakfast club must sign children into the programme.
3. Parents should advise supervisors of any situations that may disturb children.
4. Behaviour which consistently affects the quality of care available to other children may result in children being asked to leave the programme.
5. While the Out-of-School Care employees will take care to provide proper supervision of children at all times, neither the St Heliers Presbyterian Church, Community Centre, nor the employed and volunteer staff shall have any personal liability in respect to any act of omission arising from any session or activity of the service.
6. The staff take all care but no responsibility for your child's personal property. All lost property is kept in the Oscar Office in boxes for one term and then donated to charity.
7. Information held on this enrolment is used for the purposes of establishing and maintaining accurate records held by St Heliers Centre. This information will not be passed to any other body, and will be accessed only by staff operating the Oscar programme. Information will be made available to Child Youth and Families for the purpose of approving the programmes.