

AFTER SCHOOL CARE

PAPAKURA NORMAL SCHOOL

Monday - Friday 3.00 - 6.00pm

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WELCOME! TO BIZZY BODZ AFTER SCHOOL CARE

The Bizzy Bodz After School Care programme has been established to provide on-site after school care for children from Papakura Normal School. It runs between the hours of 3.00 and 6.00pm, Monday to Friday.

It is Bizzy Bodz intention to provide a professional service, which will give your child a safe, secure environment and an enjoyable care experience.

PROGRAMME

Bizzy Bodz will provide varied and organised age appropriate activities each day. This will include afternoon tea, outdoor and/or indoor activities as well as 20 minutes supervised homework and/or reading time each day for all children. While the staff will be available during homework time, it will remain the parents/guardians responsibility to ensure all homework is completed and returned on time.



ENROLMENTS

To secure a position in the programme, it is essential that an Enrolment Form be completed for each child. As there are a limited number of vacancies, Bizzy Bodz can only process applications on a first come, first served basis.

Casual, day to day enrolments may be made at short notice, and will be accepted providing spaces are available. To make a casual enrolment, the Programme Supervisor must be contacted before 2.00pm on the day. All casual bookings will incur an additional charge.



AFTERNOON TEA

All children will receive a light snack and drink for afternoon tea. This may include seasonal fruit, sandwiches, biscuits and occasionally scones and baking, made as part of the programme. If there is any food your child is not allowed, please ensure this is included on the enrolment form.

POLICIES

A full policies and procedures manual is available on site at all times. These policies follow the guidelines as recommended by CYF and the Out of School Care Network (OSCAR). Please feel free to view this document at any time.

FEES**As at 1 July 2008**

After School Care 3.00 - 4.00pm	\$6.50
After School Care 3.00 - 5.00pm	\$11.00
After School Care 3.00 - 6.00pm	\$15.00
After School Care 3.00 - 6.00pm 5 days per week	\$65.00
After School Care notified absence	\$5.00
After School Care non-notified absence	\$15.00
After School Care Casual booking - 3.00 - 4.00pm	\$7.50
After School Care Casual booking - 3.00 - 5.00pm	\$12.00
After School Care Casual booking - 3.00 - 6.00pm	\$16.00

An account will either be emailed or be available from the programme on the Monday following the week your child attended care.



Unless prior arrangement is made, payment is expected with 5 days of receipt of account, ie due the Friday of the week following attendance at the programme. All accounts are to be kept up to date to avoid incurring additional charges.

Payment may be made by eftpos, visa, mastercard, cheque, cash or by internet banking to 02-0168-0023740-01. Please use your child's surname in particulars and invoice number. Please make cheques payable to Bizzy Bodz After Care Ltd.

ABSENTEEISM

If children are absent from the programme, parents are to inform Bizzy Bodz before 12.00 noon on the day. If notification of absence is received within five days of enrolled day, a \$5.00 notified absence fee will be charged. If no notification of absence is received, a \$15.00 fee will be charged. If notification of absence is received in writing five days or more prior to absence, no fee will be charged.

For children who are expected to be absent from the programme for a period of five days or more, Bizzy Bodz will keep their place open for a retention fee of 50% of the normal applicable fees. Two weeks notice in writing is required for this service to be applied.

In line with normal business and commercial practices, statutory holidays which fall on normal school days are treated as such, with appropriate fees applied.

BEHAVIOUR MANAGEMENT

Bizzy Bodz has a behaviour management policy which is outlined in the policy and procedures manual. Children will be made aware of this policy on a regular basis.

Serious or repeated cases of unacceptable behaviour will be recorded and parents informed. If continued over several days, parents will be asked to meet with the team leader to discuss the behaviour. If there is no improvement Bizzy Bodz reserves the right to exclude the child from the programme either for a set period, or permanently.

COMPLAINTS

The programme has a complaints procedure. If you have any problems, please approach the Team Leader, who will be happy to assist you with your concerns.

WINZ

Bizzy Bodz is a CYF approved OSCAR programme. Some families may be eligible to claim the WINZ OSCAR subsidy. Please contact WINZ directly to check if you are eligible.

RATIOS

The programme will operate on a ratio of 1:10, as recommended by CYF. There will be 3 - 4 staff on duty with a minimum of two staff on at all times.

COLLECTING YOUR CHILD

When arriving to collect your child please sign them out on the attendance sheet with the exact time and advise the Supervisor you are taking your child. If a child has not been signed out at the end of the day, the 3 - 6pm rate of \$15.00 will be charged.

Thank you for choosing Bizzy Bodz to care for your child/ren. We look forward to providing a happy and positive experience for you and your child