



Operating from the Wilford School hall most school mornings and afternoons is the Super Kids OSCAR program.

Jay and Sandra started **Super Kids** here at Wilford school. This is a family run business with Jay and Sandra having many years caring for their own children, as well as coaching and managing their sports teams.

We provide **morning care from 7.30am** until the children are released to the school at 8.30pm. We provide a supplement to breakfast most morning depending on demand. During this time we provide a variety of activities to gently start the day.

An average day at **after school care** starts at the finish of school, usually 3.00pm, and includes an afternoon tea served to the children sitting down at tables. After that, the children are free to play, while also being provided with many exciting and fun activities, games and crafts. We employ a supervisory staff with a diverse range of interests and skills to keep the children occupied and sometimes even entertained! Just ask those that attended the Super Kids Dressups in the holidays.

We also operate a **school holiday program** is packed full of themed days where we might be off on a chartered bus for a swim at H2O xtreme in Upper Hutt with a play at Maidstone Max afterwards, or a walk down to Petone beach for a bit of beach combing and fun whilst walking to the Lighthouse Cinema in Petone for a movie in our own cinema (booked just for us!), complete with movie munchies.

Our holiday programs are gaining a huge following and we offer this to the Lower Hutt area and thus get a variety of kids from around our beautiful city. We recommend you get in early to book your spaces as some days fill up very fast. We've got even more exciting days planned!

We are a Child, Youth and Family Service approved provider which requires stringent policies and procedures for the safe care and supervision of your children. This also allows for application to Work and Income for the Out of School Care and Recreation Subsidy to those families that qualify. This allows for up to 20 hours subsidy per week during school term, and 50 hours during each week of the school holidays.

We are able to take your child for 1 hour on a casual basis, or full time for all of our opening hours of 7.30am to 8.30am morning, 3.00pm to 5.45pm sharp in afternoons. Holidays are from 7.30am to 5.45pm. We operate Monday to Friday. (*We do not operate on public holidays or non-school days.*)

Please pick up an enrollment form from the school office, or catch one of our staff in the morning or after school program for more information and forms. We require all children in the program to be enrolled before they can attend.

Contact the Duty Manager on 021 990 742 for day to day enquiries and attendance, or Jay 021 215 9585 for most account questions and all other matters. Wilford School Hall Phone 568 3425 extension 117. Email Jay if you would like any more information sent to you. jay@superkids.net.nz

We look forward to being of service to the families of Wilford School. **Jay & Sandra**

CHECK OUT HOLIDAY SCHEDULES ON WWW.SUPERKIDS.NET.NZ



Super Kids Wilford
William Street
Petone
021 215 9585 Jay
contact@superkids.net.nz

Super Kids Wilford Fees Policy

Super Kids hourly rate is \$6.60. This is the GST Inclusive cost.

We charge a flat rate for the first hour of attendance, which is from the finish of school, usually 3.00pm. So you will be charged \$6.60 from 3.00pm until 4.00pm.

From 4.00pm you will be charged for every 15 minutes thereafter to the next 15 minutes at a rate of \$1.65 (a quarter of the hourly rate).

Before School is provided from 07:30hrs until released to school at 08:30hrs. A flat charge of \$6.60.

Example 1

| | | |
|--|----------------|----------------------|
| Child attends from school finish until you pick up at 3.50pm | First hour fee | \$6.60 |
| | Total to pay | <u>\$6.60</u> |

Example 2

| | | |
|--|----------------|-----------------------|
| Child attends from school finish until you pick up at 4.40pm | First hour fee | \$6.60 |
| | 3 x 15 minutes | \$4.95 |
| | Total to pay | <u>\$11.55</u> |

Example 2

| | | |
|--|----------------|-----------------------|
| Child attends from school finish until you pick up at 5.45pm | First hour fee | \$6.60 |
| | 1 hour fee | \$6.60 |
| | 3 x 15 minutes | \$4.95 |
| | Total to pay | <u>\$18.15</u> |

Work and Income (WINZ) OSCAR Subsidy

Out of School Care and Recreation (OSCAR) Subsidy is a payment which helps families with the costs of before- and after-school programmes, and school holiday programmes. It helps with the costs of before- and after-school programmes for up to 20 hours a week, and school holiday programmes of up to 50 hours a week. For eligibility please refer to the WINZ website.

The payment is up to a maximum of \$3.84 per child per hour. It **does not** pay the full child care amount. **You will always need to top up the remainder owing.**

If you apply for 20 hours and only use 10, we are legally required to charge for the 20 hours and recover the remainder of the payment from you.

WINZ does allow some variation in hours without having to make changes, but an ongoing reduction in hours will mean changing that with WINZ.

Payment

We require you to be in advance with your account. This means you will have to pay the full account until the WINZ payment is processed. We understand how difficult this may be for some in the first week or so, and we ask that you talk to us about your circumstances so we can make arrangements with you.

Online payments to: Super Kids Wilford Ltd, ASB **12-3142-0364436-50** Please include your child's name as a reference.

Jay Bauman
Owner/Director

Super Kids Wilford

Terms and Conditions

I/We agree and acknowledge:

1. Only enrolled children, casual or regular, will be accepted into Super Kids OSCAR Program (Super Kids)
2.
 - a. Morning Program
The parents are to bring child/ren into the hall and sign them in. Children will NOT be the responsibility of Super Kids until they have been signed in. Children will be released to the school at 8.30 am.
 - b. Afternoon Program
To collect children from Super Kids no later than 5.45pm(our *clock is the official time for the purposes of timing*) every day and to advise in writing, if someone else, other than the person authorised on the enrollment form will be picking up the child/ren.

Parents need to inform the supervisor if they will be dropping children off late or picking them up early. If the group is not in the Hall (eg outdoors in the playground) parents must make sure that the staff know their child has been picked up.

In the event that child/ren is not collected at the end of a session the following will occur;

- Two staff members will remain with the child/ren.
 - Attempt will be made to contact parents.
 - Emergency contacts and/or people authorised to collect the child are contacted and asked to collect the child.
 - The Manager Super Kids will be informed.
 - If there is no contact with any of the above contacts within half an hour of the programme closing, the Police will be contacted and advice sought as to what further action should be taken.
3. **Parents may be charged a fee for pick-up after closing time.**
 4. To pay all fees one week in advance, or if casual, upon collection of the child/children that day. Should we engage the services of a Debt Collection Agency all expenses incurred will be added to the outstanding arrears. If payment is made by cheque, please add 25c for clearance fee. **A fee may be charged for overdue accounts.**
 5. Any disagreement regarding fees charged are to be addressed to Managing Director/s Super Kids.
 6. **To advise the Manager Super Kids on each occasion a child will not be attending;**
Morning program before 9.30pm the day before,
Afternoon program before 9.30am on the day of the afternoon program.
 7. To advise the Manager Super Kids of any situation which may disturb the child/ren and/or any medical or other relevant condition.
 8. To ensure child/ren know where to go for **Super Kids**.
 9. Behaviour which is consistently harmful to property or others may result in dismissal from the programme after all methods of resolution have been explored.
 10. To ensure children understand the **Super Kids** rules.

Super Kids Wilford Enrollment form

Child(ren)'s details

Name(s)

1 Date of Birth:

2 Date of Birth:

3 Date of Birth:

Enrollment details

Permanent / Casual (please circle)

Please circle the days you would like to enrol your child

Monday Tuesday Wednesday Thursday Friday

People authorised to collect your child(ren)

Name

1 Phone

2 Phone

3 Phone

4 Phone

Mother's name Mobile

Home address

Telephone Work Home

Email

Father's name Mobile

Home address
(if different)

Telephone Work Home

Email

Emergency contacts

Name Relationship to child

Address

Telephone contact between 3.00 and 6.00pm

Name Relationship to child

Address

Telephone contact between 3.00 and 6.00pm

Doctor's details

Childrens' doctor Telephone

Address

Medicine administration

If your child/ren requires administration of medication, please contact the Manager Super Kids Wilford OSCAR to arrange completion of the Medication Consent Form (Form Z)

Additional information

Does your child have any particular health needs we should be aware of? eg, allergies, food requirements, asthma, medical conditions etc.

Is there anything else we should know about in order to take good care your child? eg, custody arrangements, special needs, cultural needs, behavioural issues etc.

Parent contract

Please sign this contract to complete enrollment. If you have any questions about the programme or wish to see a copy of the programme policies prior to signing, please do not hesitate to ask a member of staff.

- I/we agree and acknowledge:
- I have read and understand the enrollment information.
- The supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- I will notify the supervisor of any changes to enrollment information in a timely fashion.
- I agree to pay fees as stipulated in the fees policy.

All care will be taken to provide supervision of children attending the programme in accordance with programme policies and procedures.

Name of parent

Signature of parent Dated

Your signature indicates your acceptance of all Super Kids Wilford OSCAR rules, policies and procedures.