



**Before and After School Care**

**and**

**School Holiday**

**Programme**

**(for children aged 5 to 13 years old)**

**Information Booklet**

OSCAR (Out of School Care and Recreation) Accredited Programmes

72 Bayview Road, Bayview 0629. Ph: 09 443 0231

Email: [office@bayviewcentre.org.nz](mailto:office@bayviewcentre.org.nz)

### Before School Care Hours

Weekdays from 7am to 8.40am

7am - 8.40am Cost: \$11 per session (Casual Rate: \$12)

7.30am - 8.40am Cost: \$9 per session (Casual Rate: \$10)

### After School Care Hours

Weekdays from 3pm to 6pm

3pm - 4pm Cost: \$9 per session (Casual Rate: \$10)

3pm - 5pm Cost: \$12 per session (Casual Rate: \$13)

3pm - 6pm Cost: \$15 per session (Casual Rate: \$16)

### School Holiday Programme

Weekdays in the school holidays from 7:30am to 6pm

Pre-booked Rate: \$35 per day (plus additional cost for trips  
or in-house entertainment)\*

Casual Rate: \$40 per day (plus additional cost for trips  
or in-house entertainment)

\*The final date to qualify for the pre-booked rate will be  
advertised on the individual programme.

WINZ subsidies can be applied for.

We are licensed for up to 70 children.

### **Our bank account details:**

**Bayview Community Centre Association Incorporated.**  
**12-3072-0376916-03 (use your child's name as ref).**

### Before School Care (BSC)

The BSC programme meets daily in the Kōwhai Room. All children **must** be signed in by a parent/caregiver upon arrival. There is breakfast available (cereal/toast) at no extra charge. There are craft activities and games for the children to play before being walked to Bayview School by staff by 8.45am.

### After School Care (ASC)

Staff meet children, at 3pm, within Bayview School grounds (by the Kindergarten fence) and walk the children as a group to the Centre. Afternoon tea is served in the Hall (fruit/sandwiches/biscuit, etc). After afternoon tea, the children complete any homework they may have been given or similar activities (except on Fridays) and this is signed off by staff.

There are then several activities for children to take part in depending on their interests. Parents pick up and sign out their children from the Hall any time after 3pm, and up to the time booked. The programme closes at 6pm, so please ensure you are here before 6pm (penalty fees apply after 6pm).

### School Holiday Programme (SHP)

This is an OSCAR (Out of School Care and Recreation) approved programme; subsidies can be applied for from WINZ. Several games and activities are planned throughout the day. This includes going outside, so please include a change of clothes for your child.

Bookings open approximately one month before the start of the programme and will be published on the Bayview Community Centre Facebook page and website. Places at the programme fill up fast, so please book early! Trips incur an additional cost to cover the cost of transport and entrance fees or there may be in-house entertainers that require a small additional charge.

**Please provide: food for the day, drink bottle, hat, rain jacket and spare clothes, etc.** Please note: there is nowhere for the children to purchase food or drink whilst they are at the programme. Children arrive and are signed in from 7:30am in the Hall and signed out when collected. They **must** be picked up by 6pm as that is when our programme closes (penalty fees apply after 6pm).

## Enrolling Your Child

Please obtain an enrolment form and a copy of our terms and conditions from the office (contact details on front). Once you've returned the completed form to us, we can book your child in where we have availability. We can also help you complete your WINZ form if you qualify for a subsidy. Please note: Permanent or pre-booked enrolments are guaranteed a space, but casual bookings are only available if space allows on the day.

## Payment

**Before and After School:** Your Invoice and Statement will be emailed on the Monday following attendance. Please note: this may go into your junk mail folder. Payment is due within seven days. Please refer to the **Statement** to see recent charges, money paid and the **amount owing**.

**School Holiday Programme:** Payment details will be included in your booking confirmation email.

## Illness/Non-Attendance

Please advise us if your child will not be attending the programme. To do this, you can call **09 444 8006** and leave a message on our OSCAR answerphone prior to the start of programme or alternatively please send an email to [office@bayviewcentre.org.nz](mailto:office@bayviewcentre.org.nz), before 2pm. If your child does not arrive at the After School programme as arranged and you have not informed us otherwise, we will instigate our 'Missing Child Procedure'. Each permanent enrolment for Before and After School care is entitled to two enrolled weeks of leave days a year (pro rata). You need to request the leave in your absence notification for it to be applied.

## Early Drop Offs/Late Pick Ups

You will be charged for both early drop offs and late pick ups at all programmes. For example, if a child is booked to attend BSC at 7:30am, and they are dropped off ten minutes earlier than this, you will be charged an early drop off fee. The same applies to late pick ups.

Further charges will apply if you pick your child up after 6pm (for ASC and SHP), as our programme closes at 6pm.