

OSCAR INFORMATION 2018

Full Name of Child _____

Age _____ Room Number _____

Full Name of Parents _____

Address: _____

Home Number _____ (Day)

Phone Work (Caregiver 1) _____ (Day) Mobile _____

Phone Work (Caregiver 2) _____ (Day) Mobile _____

Family Doctor _____ Phone _____

Medical Problems & any treatment to be provided / used.

Cultural requirements _____

Any other relevant information _____

People authorised to collect my child from OSCAR are:

Emergency Contact (if unable to contact parents.)

Name _____ Phone _____

Relationship to child _____

Name _____ Phone _____

Relationship to child _____

Please note that this information may be viewed by Child, Youth and Family.

The following is a binding agreement between the Gladstone OSCAR Programme and the:

Parent / Guardian of _____ who is enrolled at the OSCAR Programme.

Morning OSCAR Years 0 – 6 7.30am – 8.30am	Junior OSCAR Years 0 – 2 3.00pm – 6.00pm	Senior OSCAR Years 3 - 6 3.00pm – 6.00pm
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\$4.00 per session	\$14.00 per session	\$14.00 per session
Set days	Set days	Set days
Monday <input type="checkbox"/>	Monday <input type="checkbox"/>	Monday <input type="checkbox"/>
Tuesday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Tuesday <input type="checkbox"/>
Wednesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>
Thursday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Thursday <input type="checkbox"/>
Friday <input type="checkbox"/>	Friday <input type="checkbox"/>	Friday <input type="checkbox"/>

Permanent Set days = at least 4 consecutive weeks/same days duration)

Permanent <input type="checkbox"/>	\$14.00 per session
Casual Afternoon Booking <input type="checkbox"/>	\$18.00
Permanent Morning Booking <input type="checkbox"/>	\$ 4.00
Casual Morning Booking <input type="checkbox"/>	\$ 6.00

I understand and agree to the following conditions:

Payment of \$ _____ will be made for each day my child attends OSCAR. Payments will be made on a **weekly basis**.

I have enclosed the enrolment fee of \$20 \$10 Term 4

Absence / Attendance

If your child is enrolled into the programme, we expect your child to attend on that day. Notification of your child not attending due to illness etc must be phoned through to the OSCAR mobile by 3.00pm of that day. The daily charge will still apply. **All days booked will be charged.**

I agree to notify OSCAR if my child is not attending on a day they are booked in for. I will notify OSCAR immediately if there are any changes of circumstances that may affect contact numbers, etc.

I understand that Gladstone OSCAR staff will exercise due care but will not be liable for any injury, damage or loss that my child may sustain to any person or property.

Signed _____ Date _____

GLADSTONE OSCAR 2018

OSCAR is a non-profit, self supporting, out of school care and recreation programme. It is managed by Gladstone School Board of Trustees. OSCAR is based in the School Hall and uses other resources where appropriate.

It is the goal of OSCAR to provide quality, safe, accessible and affordable childcare and recreational opportunities for the Gladstone school community. The programme is designed to be stimulating, fun and provide informal social interaction.

The programme aims to create a "home away from home" environment. Children are encouraged to make choices in their leisure time from a range of structured and informal activities.

Junior OSCAR: This is a more structured programme for the junior children, years 1 & 2.

Updated contact numbers. - Your Responsibility – At times a child that is booked in to attend may not be present at roll call time. For this reason it is imperative that we can make contact with you at all times to clarify their attendance. If we are unable to do this, we can not be held responsible for their whereabouts. It is vital that at all times a staff member from OSCAR can make contact with you. We recommend that you provide us with at least 1 mobile number that is monitored.

What we do:

Every afternoon a roll is taken, and afternoon tea is provided. Children then have the option of some of the following activities.

- | | |
|--------------------------|----------------------|
| ◦ Outside time /swimming | ◦ Reading / Homework |
| ◦ Sports Games | ◦ Lego / Board Games |
| ◦ Crafts / Play Dough | ◦ Computers /TV |

OSCAR Staff :Director
Assistant Director -
Administration / Supervisor

Michelle Nathan
Bridget Wilson
Elizabeth Hedayati

Up to 12 OSCAR Staff are employed during the term. We endeavour to operate with a 1 – 10 ratio, however at times this may vary and assistance is given through the school office when required.

Phone numbers

The direct dial number available from 2.30pm – 6.00pm is: 845 2623. The mobile number is 027 4788 158 and available from 2.30pm onwards.

Enrolling a child: An enrolment form must be completed prior to a child attending OSCAR; this can be collected from the office or the school hall. A non-refundable enrolment fee of \$20.00 per year (Terms 1 -3), and \$10.00 (Term 4) must be paid on enrolment.

Absence / Attendance: If your child is enrolled into the programme, we expect your child to attend on that day. Notification of your child not attending due to illness etc must be phoned through to the OSCAR mobile by 3.00pm of that day. The daily charge will still apply.

Fees and Payments: Fees are charged based on enrolment, not attendance. Any attendance that occurs outside of pre-enrolled days is classified as casual. And the casual session rate will apply.

Cancellation/withdrawal and changes to enrolled days must be given with 2 weeks' notice and recorded on an amendment/cancellation form.

Signed _____ Date _____

Casual attendance can only be accepted with prior notification and an enrolment form must have been completed.

How Much

AM OSCAR : Set Days requires 4 + consecutive weeks \$ 4.00 per morning
AM OSCAR: Casual \$ 6.00 per morning
PM OSCAR: Set Days requires 4+ consecutive weeks \$14.00 per afternoon
PM OSCAR: Casual \$18.00 per afternoon
Late Fee \$1.00 per minute after 6.00pm. This is strictly enforced.

Payment of fees: Can be made on any day at the school hall. Eftpos is available and is our preferred method of payment. Payments need to be made on a weekly basis. Failing to do this may result in your child being withdrawn from the programme.

All days booked will be charged.: Absent from school: If your child is going to be absent from the programme and school for a period of time (5 or more days), 2 week's notice must be given for fees not to be charged.

Sign Out Sheets: These are located in the hall kitchen area and must be completed prior to collecting your child. If your child is to be collected by someone else, please advise us.

Further Questions: Please feel free to speak to one of the OSCAR staff if you have any further questions that you would like answered.

Signed _____ Date _____