



Y-OSCAR Before & After School Care 2017 Information

Thank you for booking your child/ren into a Y-OSCAR Programme. You will receive an email confirming your enrollment

Please note the following:

Child Drop Off & Collection

The meeting place for all centres is the school hall. Children go to the hall at the end of the school day and can be collected from there. They will not be released to wait at the road, or allowed to walk or ride home, as they must be signed out by their parent/caregiver. Children who attend Horsham Downs After School Care meet at the school library and are walked over to the community hall by our staff. Parents of these children will collect them from the community hall.

Sign In/Sign Out

This is most important as your child's name must be recorded and checked against the register in case of an emergency.

Aftercare children must be signed out by the parent, caregiver or authorized person. The only circumstance in which a child will be signed out by a YMCA staff member is upon completion of the appropriate "Permission to leave/arrived unaccompanied form" or "Permission to attend onsite after school activities" form.

If a person collecting the child is not on the enrolment form we will not release the child unless we have written permission from the primary care giver. Please help to save time and embarrassment by advising us of any one different who will be collecting your child.

Contact Numbers

Rototuna Jr High Coordinator	021 082 99078
Hukanui School Coordinator	027 776 7280
Hamilton West School Coordinator	027 780 6602
Woodstock School Coordinator	022 136 1602
Melville School Coordinator	027 775 8600
Horsham Downs School Coordinator	022 152 4161
Silverdale Normal School Coordinator	027 311 7162
Endeavour Primary School Coordinator	027 961 5076
YMCA OSCAR Manager	027 593 6626
YMCA Centre Manager	027 601 3564
YMCA office	07 838 2529

Hours of Care

Please note our YMCA OSCAR Programmes do not operate during weekends or public holidays. We do provide several school holiday programmes throughout Hamilton to offer care during the school holiday period.

Teacher only day: We do not provide care on these days

Early Finish: We will provide a programme on these days if sufficient notice is given. Please note there may be extra charges on early finish days (you will be advised of these prices in advance) In the circumstance where a Teacher union (Strike) day is held, we cannot promise that we will be able to provide care. Speak to the Coordinator if you are unsure.

Y-Kids

0800 YMCA NOW
www.ymcauckland.org.nz



Daily Routine

Aftercare is a semi-structured session with a variety of passive and energetic activities for children to do.

- Children arrive and will be signed in.
- Children are given afternoon tea (If your child has any special dietary requirements please make sure staff are aware of these on the enrolment form and fill out the necessary 'special needs' form).
- Group discussion on the rules, guidelines and emergency procedures.
- Children informed of the day's activities that may include homework time, indoor activities, sports, outdoor games, craft activities and more.
- Children have the opportunity to choose what activities they participate in. They are encouraged to complete an activity before moving to another.
- Please no personal toys or items at after care. We accept no responsibility for breakages or loss of these items including theft.

Absences

Please text the Coordinator with child's full name if they will be absent before the child is due to arrive at the programme in order for us to keep our staff: child ratio correct and so they do not have to spend time looking for children. Alternatively you can ring the YMCA office on 07 838 2529

If your child's hours are going to change, notification must be given in **writing** one week in advance. If sufficient notice is not given, you will be required to pay half rates of your usual bookings for one week (Please see attached fee schedule) . A Change of Hours form is available at the programme or at YMCA reception, or you can email at

y-kids.hamilton@ymcahamilton.org.nz .

Invoices - Sent/mailed weekly on the first Monday after attendance

Payment – Required weekly/within 7 days of invoice

Our preferred method of payment is by internet banking our account number is:
02 0280 0013761 012

Please set up your payments so that it is easy for us to reference and apply to the correct child and programme.

Particular's - Child's full name e.g. Joe Blogs

Code – Childs Account #

Reference - School programme child attends e.g. Hukanui

Change of Details

It is essential that we be notified of any change of details as soon as possible. All changes must be put in writing on the forms provided. Please ask the Coordinator for a Change of Details Form.

This includes: Address
 Phone numbers – work, home, mobile (and email address)
 Contact people or those allowed to collect your child

NEW to the programme?

It can be daunting coming into a new programme! Please assist us in making your child feel more comfortable by letting our Admin team know when it is your child's first day.

Y-Kids

We build strong **KIDS** strong **FAMILIES** strong **COMMUNITIES**

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