



AFTER SCHOOL CARE

VICTORIA AVENUE SCHOOL

Monday – Friday 3.00 – 6.00pm



EVERYONE WELCOME!

WELCOME! TO BIZZY BODZ AFTER SCHOOL CARE

The Bizzy Bodz After School Care programme has been established to provide quality care for children from Victoria Avenue School. It operates from the school hall between the hours of 3.00 - 6.00pm, Monday - Friday.

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

PROGRAMME

Bizzy Bodz will provide varied and organised age appropriate activities each day. This will include afternoon tea, free time, structured outdoor and/or indoor activities as well as 20 minutes of 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.

Each week the programme will run to a 'theme week'. These will include art and craft, baking, games and sports to tie in with the theme.

ENROLMENTS

Please contact the programme directly if you have any changes to your booking or would like to book in casually on 021 837 834. 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 in the order received. A waiting list may apply.

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.

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, full charges will apply. If notification of absence is received in writing five days or more prior to absence, a 50% holding fee will apply.

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, including teacher only days, are treated as such, with appropriate fees applied.

FEES As at 1 July 2014

After School Care 3.00 – 4.00pm	\$14.00
After School Care 3.00 – 6.00pm	\$25.00
After School Care 3.00 – 6.00pm 5 days per week	\$120.00

ACCOUNTS

An account will be emailed on the Tuesday following the week your child attended care. Unless prior arrangement is made, payment is expected and due on the Friday of the week following attendance at the programme. If payment has not been received by the due date, enrolment for the following week will be suspended until payment has been received

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. Please advise if there is any food your child is not allowed.

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.



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 will be required to meet with the Programme Manager 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.

Thank you for choosing Bizzy Bodz to care for your children.

We look forward to providing a happy and positive experience for you and your child.

RATIOS

The programme will operate on a ratio of 1:10, as recommended by CYF. There will be 2 – 3 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, full daily fees will apply.

ENROLMENT FORMS

Enrolment forms are available from the school office or the website. Please return direct to Bizzy Bodz either by fax 09 530 9021 or post to PO Box 38742, Howick, or scan and email to office@bizzybodz.co.nz

Enquires

Jo Adamson

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