



# GOOD SHEPHERD SCHOOL



*"Together we **L**earn and **C**are"*

---

30 Telford Avenue, Balmoral, Auckland 1041

[www.goodshepherd.school.nz](http://www.goodshepherd.school.nz)

Phone: (09) 620 4962 Fax: (09) 620 4963 Email: [admin@goodshepherd.school.nz](mailto:admin@goodshepherd.school.nz)

Dear Parents/Caregivers

## **Good Shepherd School OSCA 2024**

We are currently making preparations for next year and we request that you confirm your requirements for **permanent bookings** on the form below.

Term 1 commences on Tuesday 30 January 2024. The OSCA programme will be available from this date for both before and after school care.

We have attached a copy of the OSCA Parent Information Sheet which outlines the operational details, and costs for the programme.

**Please complete and return the form below to the school office.**

Ben Fahey  
Principal

Good Shepherd School OSCA bank account 12 3067 0208272 03

**GSS OSCA permanent booking 2024**

Student(s) name(s): \_\_\_\_\_

School Term: \_\_\_\_\_

For OSCA commencing: \_\_\_\_\_

	7.30-8.30am	3.00-4.30pm	3.00-6.00pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Parent/Caregiver name: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Please return to the school office**

## **Parent Information**

Good Shepherd School (GSS) Out of School Care Programme (OSCA) is operated separately from, but under the governance of, the School Board of Trustees. It has been established to provide a fun, safe and caring environment for children.

### **Mission Statement**

*To provide the best care for our children in a supportive and caring environment.*

### **Goal**

To provide opportunities and facilities which enable children to develop physically, intellectually, emotionally and socially, in a safe, healthy environment with freedom, dignity and respect.

### **Supervisor's Responsibility**

- To ensure the wellbeing of the child is promoted.
- To provide a safe and healthy environment at all times.
- To ensure that procedures for meals and health and safety routines are incorporated positively in the GSS OSCA Programme.

### **The programme has structure:**

- Afternoon tea time
- Homework time
- Planned art/craft activities
- Planned group games

### **There is also:**

- Free outdoor play (including swimming in Terms 1 and 4)
- Free use of games and equipment
- Free use of art/craft material
- Baking (from time to time)

### **Attendance**

Children are welcome to attend on a full time, part time or casual basis. Activities cater for all age groups and the children are supervised at all times. The children go straight to the Library after school.

If your child is booked in but does not arrive, the Supervisor will attempt to locate them and will contact you to ascertain their whereabouts.

***Where children have a permanent booking, but do not attend, the normal daily rate will be charged. Notification of non-attendance is required before 10.00am by either phoning or emailing the School Office or leaving a message on the school answerphone.***

### **Payments**

***Full and part time attendees are required to pay for the following week by the Friday of the week before the care is required. This ensures that your child has a placement and also allows for the Supervisor to plan. Payments may be made directly to the OSCA bank account (see below).***

### **Late Pickup Penalty**

In the event of a caregiver arriving after 6.00pm to collect children, a penalty will be incurred at the rate of \$10.00 per child per five minutes. Caregivers of children booked until 4.30pm who are not collected by 4.30pm will be charged the full day charge.

## Enrolment

Enrolment and bookings are to be made through the School Office only and **before 10.00am**. The OSCA mobile is only available for emergencies/unforeseen circumstances during OSCA hours.

## Information

**Staff/child ratio:** 1:10 max (additional assistants employed as required)

**Ages:** 5 – 11 years

Time Slot Morning	Casual cost (gst incl) per child	Permanent cost (gst incl) per child
7:30am - 8:30am	\$6.00	\$6.00
Time Slot Afternoon		
3:00pm - 4:30pm	\$16.00	\$11.00
3:00pm - 6:00pm	\$22.00	\$17.00

A WINZ subsidy is available in some instances. Further details and application forms are available by calling WINZ on 0800 773 003 or from your local WINZ office.

## Afternoon Tea

A small afternoon tea consisting of a combination or variety of sandwiches, fruit, biscuits, crackers, children's own baking, juice and water will be provided. Children will be encouraged to use this time to finish any leftover food from their lunchboxes.

## Discipline

A written Behaviour Contract is to be agreed to and signed by both parent/guardian and the child attending. Written copies of the GSS OSCA Discipline Policy are available on request.

## Communication

Copies of the Programme Communication/Complaints Policy & Procedure are available on request. Please feel welcome to discuss any issue related to the OSCA programme with the Supervisor, Administrator or School Principal.

## Contact Details

School Office: 620 4962      email: [admin@goodshepherd.school.nz](mailto:admin@goodshepherd.school.nz)

OSCA Mobile: 027 477 6722 (3.00pm-6.00pm)

## Parent/Guardian Responsibilities

- To collect children before 4.30pm/6.00pm (as booked) – please call OSCA mobile if detained.
- Inform School Office of non-attendance or if collection of child is by another caregiver (before 10.30am).
- Inform Supervisor when calling to collect your child and sign the attendance sheet.
- Settle payments promptly, in advance.

We look forward to your child's attendance at OSCA and thank you for your support of the programme.

GSS OSCA Committee

Good Shepherd School OSCA bank account 12 3067 0208272 03