



**One Tree Point School**  
**Te Arakahika**  
**“Empowering Learners Who CARE”**

**One Tree Point School Afterschool Care**

Bookings can be made through emailing [admin@otp.school.nz](mailto:admin@otp.school.nz)  
 Booking forms can be collected from the school office, or emailed on request

If you require a change to your arrangements on the same day, please notify the school before 12:00 noon. We will not be held responsible for changes to bookings after 12:00 noon on the same day.

A casual booking should be notified 24 hours prior to the day care is required. However, *in an emergency* situation, we can accept bookings up until 12 noon on the day required.

**Additional booking/payment information:**

- You will be charged for public holidays that fall on your permanent days if in term time.
- A 10% penalty fee will be added to accounts that are late by more than one week
- \$1 per minute will be charged for any child that is not collected by 5.30pm.
- Regular bookings require 2 weeks' written notice to [admin@otp.school.nz](mailto:admin@otp.school.nz)
- Casual bookings require 24 hours' notice, please email [admin@otp.school.nz](mailto:admin@otp.school.nz)
- No refunds for non-attendance, Fees will still apply for absences/sickness

**Cost and Payment Options**

**10% Discount applies for 2 or more children from the same family**  
**Cash and EFTPOS transactions will only be accepted at the office during school hours**  
**Note: These rates may be subject to change; notice will be given.**

<b>Permanent Bookings</b>	Early pick up by 4:30pm - \$14.00 Late pick up after 4:30 pm before 5.30pm - \$17.00
<b>Casual Bookings</b>	Early pick up by 4:30pm - \$15.00 Late pick up after 4:30 pm before 5.30pm - \$19.00
<b>Internet banking details:</b>	Westpac: 03 0498 0201079 00 Particulars: Afterschool Code: Care Reference: Name
<b>EFTPOS (no credit cards accepted)</b>	At the school office <b>during school hours only</b>

<b>OSCAR WINZ Subsidy (when available)</b>	The OSCAR subsidy allocated to each invoice is in advance of the actual payment being received by OTP School. If the Oscar subsidy payment is not received, you will be liable for the full fees for this attendance.
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<b>Terms and Conditions</b>	
<b>Signing in/out</b>	<ul style="list-style-type: none"> <li>● The parent/caregiver assigned to picking up the child(ren) must sign the child(ren) out at the time of pick-up. This is for both the safety of the children and to ensure correct invoicing for the services.</li> <li>● Only approved persons, over the age of 14 years will be able to uplift a child as notified on the booking system or as advised by the parent/caregiver on a specific day.</li> <li>● You will also be required to sign your child into Before School Care and Holiday Care programmes</li> </ul>
<b>Late Pickup</b>	<ul style="list-style-type: none"> <li>● Our Afterschool Care programme runs until 5:30 pm daily. Children must be picked up by this time. We have a late pick-up fine of \$1.00 per minute.</li> <li>● Where a child has not been picked up by 5:45 pm and staff have not been notified, the staff will proceed to contact parents/caregivers and emergency contacts as per the enrollment details.</li> <li>● At no time will a child be abandoned or taken off-site e.g. to a staff member's home; however, the programme supervisor is authorised to take all necessary steps to ensure the safety and well-being of the child, therefore if within one hour of the programme closing, there has been no contact from the parents/caregivers, the supervisor will will contact the school principal who will seek advice from local police and Oranga Tamariki if necessary. Arrangements will be made to supervise the child until parents/caregivers are contacted.</li> </ul> <p>Please note:</p> <ul style="list-style-type: none"> <li>● For After School Care children booked until 4pm and collected later there will be a surcharge.</li> <li>● The same applies for a holiday programme booking where a child is picked up later than the booking end time</li> </ul>

<p><b>Accounts</b></p>	<p>Payment must be made at the school office during school hours or by internet banking. <b>We do not accept cash payments at pickup times.</b></p> <ul style="list-style-type: none"> <li>● For those that wish to retain a recurring booking, payment is required two (2) weeks in advance of attendance in order to secure your children(s) place. Shorter-term payments may be arranged by automatic payments or via internet banking direct to the programme bank account.</li> <li>● Casual bookings will be invoiced after the child's attendance and must be paid on receipt of the invoice.</li> <li>● Any problems with the payment of fees or if a variation to the standard method of payment is required, please contact the school office to discuss.</li> <li>● The rate charged is dependent on a "firm" booking. When a child attends extra days, which are outside of the confirmed booking, these will be charged at the casual rate. The "early pick-up" rate is only payable for confirmed early pick-up bookings. Children enrolled for "early pick-up" but are collected later will be charged at the full session rate. Our sign-out function records 'real-time' to verify the time of pick-up.</li> <li>● Two weeks' notice, in writing, must be provided if a child is to be withdrawn from the programme or there is a change required to the days of care, otherwise, a two-week fee is payable based on the previous booking.</li> </ul> <p><b>No Refunds or Credits are given for absences and all public holidays are charged at the applicable rate for bookings normally required that day.</b></p>
<p><b>Late Payment</b></p>	<ul style="list-style-type: none"> <li>● Late payment may incur a finance charge of 10% and non-payment will result in notice being given of your child (ren)'s enrolment being cancelled. If there are difficulties in meeting the payment of fees, please contact the school office so that alternative arrangements can be negotiated. We prefer a friendly settlement to alternative courses of action.</li> <li>● Late payments may be handed over to a collection agency who will actively seek all monies owed, including penalty fees and may include seeking legal redress.</li> </ul>
<p><b>Payment Disputes</b></p>	<ul style="list-style-type: none"> <li>● Where there is a dispute over payments received or not received, OneTree Point School will provide statements to demonstrate monies received and banked. Parents will be required to provide proof that payment was made to the correct designated place.</li> <li>● Where this cannot be provided, the parent will be required to complete the payment</li> <li>● No cash payments can be accepted at the programme.</li> </ul>
<p><b>Fee Structure</b></p>	<ul style="list-style-type: none"> <li>● Casual Bookings will only be taken if space permits. There is no guarantee of placement for these bookings. You will only pay for the sessions booked</li> </ul>

	<p>and attended.</p> <ul style="list-style-type: none"> <li>● A discount applies to recurring full-time and part-time bookings. You will be charged for all bookings including absences. Placement is guaranteed.</li> </ul> <p>Please note: With a recurring booking you pay for the 'booking' NOT the attendance.</p>
<p><b>Work and Income OSCAR Subsidies</b></p> <p><b>In process</b></p>	<ul style="list-style-type: none"> <li>● All our programmes are OSCAR approved by the Ministry of Social Development and thus parents may be able to apply for Work and Income OSCAR subsidies towards the cost of their childcare.</li> <li>● Forms and further information is available from the Franchisee owner or the programme manager</li> <li>● Granting of an OSCAR subsidy is between the parent and Work and Income New Zealand. sKids cannot guarantee that any parent will be approved for this, however, we will assist with the application as required.</li> </ul>
<p><b>Damage to Property</b></p>	<ul style="list-style-type: none"> <li>● Staff will take due care and responsibility regarding the structural and non-structural property and its use.</li> <li>● Parents/caregivers may be liable for replacement costs of equipment or property damaged by their child(ren).</li> </ul>
<p><b>Holiday Programmes</b></p>	<ul style="list-style-type: none"> <li>● Fees are payable in advance and are charged based on booking not attendance.</li> <li>● Fees are NOT refundable for absence or sickness as all staffing, resources, buses and activities have been finalised.</li> <li>● Booking cancellation will only be allowed by email by the end of Thursday of the preceding week. A booking can be swapped if there are spaces available and upon request via email.</li> </ul>
<p><b>Health and Safety</b></p>	<ul style="list-style-type: none"> <li>● We aim to provide a healthy environment for all children in our programmes. All One Tree Point School Health and Safety policies apply to after school care.</li> <li>● Where applicable, if a child has a medical condition parents must provide the programme with a Medical or Health Management Plan (Protocols sheet). This can be uploaded to the child's profile.</li> </ul>
<p><b>Code of Conduct</b></p>	<ul style="list-style-type: none"> <li>● The One Tree Point School CARE values underpin our practice; we provide a caring environment for your children and we wish to encourage a similar attitude amongst the children. We do not condone any form of discrimination amongst the children or adults associated with the programme.</li> <li>● If you have issues or complaints please speak with the programme manager in the first instance, if your concern is not resolved, please contact the school office.</li> </ul>

<b>Behaviour Management</b>	<ul style="list-style-type: none"> <li>● Behaviour management procedures align with the One Tree Point School policies. These are documented and available to view on-site.</li> <li>● Our policy is to ensure our environment is a safe and happy place for everyone involved. We maintain an emphasis on being polite, considerate and cooperative. Our rules and codes of conduct, which we expect the children to follow, are regularly explained to the children. The children have input in the creation and review of programme rules and boundaries.</li> <li>● If we experience behavioural problems with a child we follow a process whereby if unacceptable behaviour is unchanged or escalates to become a risk to the child, other children, or staff, or is damaging property, the parent will be contacted and consulted. In the first instance, a report of the child/ren's behaviour will be collated. These reports must be signed by the parent/caregiver after each behavioural incident.</li> <li>● If a parent has any questions or issues with how a child's behaviour is being managed, please contact the supervisor and/or the school principal</li> <li>● Do not discuss these matters with staff members while the programme is in progress.</li> <li>● Please note: We reserve the right to refuse or terminate a child's enrolment if there are unresolved behaviour issues.</li> </ul>
<b>Sick Children</b>	<ul style="list-style-type: none"> <li>● If a child attending the programme becomes unwell or upset, we will contact the authorised people listed on the online booking system for them to pick up the child as soon as possible. Please keep children who are unwell at home until recovered, as we do not have the facility to look after sick children.</li> <li>● If a child has been booked into the programme but will not attend due to sickness, please contact the Programme Manager before 2.00 pm that day.</li> </ul>
<b>Accidents and First Aid</b>	<ul style="list-style-type: none"> <li>● At all times there is a fully stocked first-aid kit onsite. A trained staff member is present on site. However, if we are concerned about a child we may call a parent to pick their child up.</li> <li>● If a serious accident should occur we will attend to the safety and well-being of the child first. This may mean an ambulance or other appropriate form of medical help is sought before the parent is called. We do not transport children to parents, doctors or hospitals.</li> <li>● All accidents and incidents are recorded and kept in the school office</li> <li>● Important notes and records of children's administration of medication are also recorded.</li> <li>● Parents/caregivers will be asked to sign entries into the health and safety record and staff notes confirming that they have read staff reports</li> </ul>
<b>Medical Requirements</b>	<ul style="list-style-type: none"> <li>● Please advise the programme staff of any medication that is to be administered. Talk through the specifics with the Programme Manager or</li> </ul>

	<p>the appropriate staff member.</p> <ul style="list-style-type: none"> <li>● A “permission to administer medication” form must be completed by the parent/caregiver.</li> <li>● You will also need to supply all prescription medication in its original bottle with the child’s name, appropriate dosage and use-by date.</li> </ul>
<b>Infectious Diseases</b>	<ul style="list-style-type: none"> <li>● Measures will be taken by management and programme staff to control the spread of infection. Hygiene practices will follow the relevant advice from health authorities. Guidelines will be put in place for children to observe a safe and healthy environment; for example, washing hands, daily cleaning, food safety, how to deal with contact with blood and body fluids and nose wiping.</li> </ul>
<b>Emergency Procedures</b>	<ul style="list-style-type: none"> <li>● Evacuation procedures will be displayed and followed and drills practised at least once a term and twice during each Holiday Programme. These procedures will be aligned with the policies of One Tree Point School.</li> <li>● All emergency procedure drills will be recorded.</li> <li>● Medication kept for your child will be taken in the event of an evacuation.</li> </ul>
<b>Distraught Children</b>	<ul style="list-style-type: none"> <li>● Where a child is distressed or upset and indicates that they may require comforting, our staff will reassure them which may involve a short hug. Our staff will always conduct themselves in a safe, public and professional manner, but will not turn away a child that needs comforting.</li> <li>● Please ask for more information and/or discuss this with the Programme Manager if you have any questions or requests in this regard.</li> </ul>
<b>No Smoking/Vaping</b>	<ul style="list-style-type: none"> <li>● Schools are smoke free at all times.</li> </ul>
<b>Child Protection</b>	<ul style="list-style-type: none"> <li>● We are committed to the prevention of child abuse with the safety, welfare and well-being of the children always the prime consideration. Our programme staff will respond to suspicions of child abuse by maintaining a good relationship with the child and recording all observations, impressions and communications. They will then share these with school management at the earliest opportunity and follow school policies and procedures.</li> </ul>
<b>Clothing</b>	<ul style="list-style-type: none"> <li>● To ensure the well-being and safety of all children, we aim to ensure that children are always dressed appropriately and comfortably for indoor and outdoor play.</li> <li>● This includes appropriate clothing for outdoor play in all weather conditions.</li> <li>● We encourage parents/caregivers to include a change of clothing so that children can be changed immediately from clothing which is wet or soiled or has excessive paint, food or uncomfortable, unhygienic containments.</li> <li>● Please name all of your child’s clothes so they can be easily returned.</li> </ul>

<b>Sunsmart Policy Terms 1 and 4</b>	<ul style="list-style-type: none"><li>● The One Tree Point School Sunsmart policy will be followed. Children are required to wear hats which protect the face, neck and ears when they are outside between the months of October and April or at any time the weather conditions dictate the necessity for sun protection.</li><li>● “No Hat, No Play”; children without a hat are only permitted to play in supervised /allocated shaded areas.</li><li>● All children will provide their own hat for use in the programme.</li><li>● SPF 30+ Broad Spectrum sunscreen will be made available to all children and staff, but if your child requires special sunscreen please provide this and speak with staff.</li><li>● Outdoor activities will endeavour to utilize shade for children and staff at all outdoor events and activities between the months of October and April or at any time weather conditions dictate the necessity for sun protection. If no shade is available, the provision will be made for breaks within a shaded area.</li><li>● Plenty of water will be made available for children to drink at all times.</li></ul>