



## Play Time OSCAR Programme Terms and Conditions of Enrolment in the Programme

By registering and enrolling with Play Time Before/After School/Holiday Care you agree to the Terms & Conditions:

**Contact Information** - *How do we contact you if there's an emergency? We also need two (2) other emergency contact numbers if you are not available, per MSD child safety requirements.*

- By booking with Play Time you hereby agree to keep all your contact details current, complete and accurate.
- You hereby acknowledge that you are responsible for keeping this information updated on Enrolmy and checking it upon each booking made, updating contact information where necessary.
- Contact details include but are not limited to primary and secondary caregiver contact numbers, 2x emergency contact numbers (*these do not need to be pickups, and therefore do not need to be located nearby*).

**For my child's safety I hereby agree to keep my Contact Information and Emergency Contacts current, and check that they are correct when I book my child.**

**Cancellation Policy - 1 full rolling week notice** - *The cancellation policy applies to all bookings, including bookings not made 1 week in advance due to the impact on staffing rosters and resourcing costs.*

**I hereby agree that I understand that the Cancellation Policy is 1 full week notice / 7 day rolling\* cancellation notice period, and that this is due to staff rosters and resourcing.**

**\*I understand that the 1 full week / 7 day rolling period starts from "tomorrow" for 7 days, and Enrolmy will permit changes after that.**

### Booking Changes

- Booking changes must be made by the account holder in your Enrolmy, within the cancellation notice period.
- No booking changes will be made by admin.
- The Enrolmy booking is locked for the full 7 rolling day period and will permit bookings that can be changed/ removed/ cancelled, to be changed/ removed/ cancelled from 7 rolling days. \*See above.
- If a booking has not been removed in Enrolmy, the booking was staffed and resourced by the Programme, and payment is due regardless of attendance.
- If your child will not be attending a booked session that has not removed, it is regarded as an Absence and you are required to notify the staff (see **Absence Notification** below).
- No refunds or credit is applicable for absences. Full fees are charged for all absences, including but not limited to: change of circumstances, late bookings, shy child, sickness, early pickup requested due to behaviour.
- WINZ clients:* you hereby acknowledge that additional bookings made incur additional costs, and these are your responsibility. It is your responsibility to complete the relevant forms to let winz know about any additional days/fees/hours/changes to your bookings, ie. Change of Circumstance form. If the forms have not been submitted and processed by winz, the Winz Customers Payment Terms (see point "o" above) apply.

**I hereby agree that I will make all booking changes / cancellations / removals in Enrolmy and I understand no booking changes are made by Play Time. I agree to pay for all bookings that are in the system.**

**Absence Notification** - *Missing Child Procedures require that an OSCAR programme calls the NZ Police if a child cannot be accounted for.*

Arataki Community Centre	020 4010 8250
Bellevue School	020 4196 0663
Fairhaven School	022 190 6593
Golden Sands School	020 4010 9834
Greenpark School	022 427 5784
Pāpāmoa Community Centre	020 4195 1738
Tahatai Coast Holiday Programme	020 4195 1738
Te Manawa ō Pāpāmoa	020 4186 4899



**I hereby agree that I will txt the Play Time Venue Number if my child/ren will be absent on the day and I may be charged an admin fee if I do not do this.**

**Payments and Fees – by booking with Play Time I hereby understand that:**

- a. By booking, I understand that I am responsible for the account incurred by making a booking.
- b. Fees will be displayed at time of booking.
- c. Fees are subject to change - the fees shown at time of booking are the fees I will be charged.
- d. I have read the "Cancellation Policy" and "Booking Changes" above:

**By booking, I understand it is my responsibility to ensure my bookings are correctly booked. I understand that if a booking has not been removed in Enrolmy, the booking was staffed and prepared for by the Programme, and payment is due regardless of attendance.**

- e. By booking, I understand that there are additional merchant fees associated with payment by credit card.
- f. Play Time reserves the right to refuse to admit a child in the event of non-payment of fees.
- g. By booking, I understand that if my account is not up to date Play Time reserves the right to remove bookings immediately.
- h. In case of this happening, I understand that Play Time will advise me by email of the booking removal by using the email details I have listed for the "primary contact" in my Enrolmy profile. I understand that I will not be called / phoned / txted to advise.
- i. By booking, I understand that the normal cancellation policy of 1 rolling week applies if my booking is removed for non-payment and interest is applied to overdue accounts (see point 'h' below).
- j. I understand that overdue accounts shall accrue interest at a rate of 10% daily from the date payment becomes due, levied for administration fees, which shall become immediately due and payment, until the date of payment.
- k. In the event my payment is dishonoured for any reason, I shall be liable for any dishonour fees incurred by Play Time.
- l. Should my account become delinquent, and I have not responded to repeated requests to settle my account, I hereby agree that my information will be handed to a debt collection agency. I understand that all costs associated with this action will be paid by me and will be added to my account prior to handover.
- m. All discounts, if any were applied, fall away retroactively if the account is not kept up to date.
- n. By booking I understand that in the event of suspension for any reason, my bookings will be treated like any other, and will incur a 1 rolling week notice period.
- o. By booking I understand that no refunds or credit is applicable for absences. I understand that full fees are charged for all absences, including but not limited to: change of circumstances, late bookings, shy child, sickness, early pickup requested due to behaviour.
- p. Double bookings: where there are 2 parties booking 1 child under separate profiles (eg. alternate week caring arrangement), or where you have registered 1 child twice and booked both profiles for the same day, the system can not recognise that it is the same child, and in preparing for each day Play Time does not check each booking individually to check if the same child has been booked twice.  
By booking I understand that it is my responsibility to ensure my child is not booked twice. If there is a second booking I understand that it will be treated as a normal booking, and it will be invoiced.
- q. I understand that Teacher Only Days and Parent Interview/Early Close Days are charged at the applicable daily rate for bookings usually required on that day.
- r. I acknowledge that it is my responsibility to cancel these days in Enrolmy with enough notice to ensure my child/ren are not on the roll, otherwise I understand I will be charged, as I understand that Play Time must plan staff for all children on the roll.
- s. Late pickups and early drop-off fees - I hereby agree that:
  - I will drop my child off at, or after, the start time of my booked session (not before the start time)
  - I will pick my child up at, or before, the end time of my booked session (not after the end time).
  - A late pick-up fee or early drop-off fee of \$1.00 per 1 minute will be charged to my account for late pick-up or early drop-off.
  - If collected after the closing time, \$25 per 15 minutes will be charged to my account. The staff are entitled to go home at the end of their shift.
  - I understand that these fees will be invoiced by a separate invoice, or added to the invoice, and I agree to pay this fee.



- t. Fees and Play Time Bank Account details are displayed at time of booking.
- I agree to pay a deposit of one week's pre-payment in advance.
  - I understand and agree that the Pre-Payment/Deposit is payable upon booking confirmation.
  - I understand and agree that this payment will be allocated to my account to reserve my child's space.
  - I agree to pay the fees for the bookings I have made.
  - I agree to remove any bookings I no longer need in Enrolmy, and I understand that this will be possible with 1 full week / 7 rolling days' notice.
  - I understand and agree that admin or Play Time staff do not make booking changes, unless my account is not up to date, then my bookings may be removed.
  - I understand and agree that if my account is not up to date, that 10% interest/penalty will be incurred on the overdue balance from the date it became due, and I agree to pay this.
  - I agree that additional fees will be charged to me if I pick up my child late or drop off early.

**I hereby agree to the above Terms regarding my Account and Payment Terms.**

**I hereby agree to contact Enrolmy to remove a Duplicate Profile if I make 2 profiles for one child, and if I have made 2 bookings on one day for the same child I understand that I will be invoiced for both bookings.**

- u. WINZ Customers: PAYMENT TERMS FOR WINZ CUSTOMERS: By booking I understand that:
- Full Payment is due unless winz forms have already been processed and the weekly subsidy has been confirmed, then only the **parent portion** is due by Due Date on the invoice.
  - Any winz backpay received that leaves my account in credit may be refunded to me. I understand if winz makes an overpayment for me, that it is required to be refunded back to winz from my account.
  - I acknowledge that I am responsible for my account with Play Time.
  - Play Time can assist with WINZ forms, but I hereby acknowledge that it is my responsibility to liaise with WINZ, check my myMSD account and ensure the correct forms are submitted to WINZ.
  - I understand that EACH TERM/HOLIDAY it is my responsibility to submit a Declaration for the following Term Care bookings.
  - Winz Annual Reviews and Renewals: I understand that I am to regularly check my communication from WINZ (myMSD), to ensure all my information is up to date, especially the Annual Renewals.

**I hereby agree that I am responsible for the account with Play Time, in the case that WINZ declines my application.**

**I agree that I am responsible for checking myMSD account and for my WINZ forms being submitted on time and WINZ Reviews kept up to date.**

### Exclusions

*Play Time uses behaviour guidance techniques that communicate in children's language the expectations of appropriate behaviour and we empower children to meet those expectations. It is our goal for children to feel valued and be competent and confident in a safe, secure and respectful environment and to make good choices. This is achieved by having clear expectations, by using positive reinforcement and by providing a stimulating and varied programme with approachable staff. Every effort will be made to help your child settle into the programme. However, if a child's behaviour is consistently harmful and/or disruptive to themselves, to the other children or to staff, parents/caregivers will be asked to remove him/her from the programme for a period of time or may even result in the termination of their enrolment.*

If my child has a Teacher Aide or Caregiver/Minder during the school day (ie. a 1:1 child:adult ratio), I confirm that I have contacted Play Time to discuss their enrolment with Play Time as per Play Time's requirements.

- a) I understand that Play Time reserves the right to suspend or terminate any enrolment immediately and without question if any policies are breached.
- b) I acknowledge that Parents/caregivers must collect their children immediately if this situation arises.
- c) I acknowledge that I am responsible for any damage caused by any child that I register for a Play Time programme and I will pay any costs associated with repair.



- d) I understand that if a parent/caregiver or authorised pickup demonstrates behaviour that is threatening to the safety of Play Time staff and children in their care, that Play Time reserves, at their sole discretion, the right to refuse or withdraw the enrolment of my child immediately.
- e) I understand that the normal cancellation terms and conditions apply if a child is excluded for any reason including but not limited to non-payment of fees or harmful behaviour.

**Health and Safety – By booking, I understand:**

- a) Signing in and Out Procedures: I understand it is my responsibility to sign my child/ren IN to Before School Care and Holiday Care on the device, and to sign my child/ren OUT from After School Care and Holiday Programmes.
- b) Children will not be released to anyone not on the authorised pickup list.
- c) Accidents/incidents are recorded in an Accident and Incident Book, and I will be required to sign entries Play Time staff have advised me of the accident/incident.
- d) Play Time First Aid trained and certified staff will attend to a minor injury or illness as soon as possible. Minor injuries include but are not limited to minor cuts, abrasions, bumps, etc.
- e) In the event of a more serious injury, an ambulance will be called before parents are notified. Play Time staff will transport children to an A&E only if it is a better option than waiting for an ambulance. Seeking outside medical care is at the sole discretion of the Play Time staff on duty.
- f) I understand that Play Time will not be held liable for any costs incurred in seeking medical attention for my child.
- g) I understand that I will be notified by Play Time staff of any head injury a child my has sustained while in Play Time's care.
- h) By booking my child with Play Time I agree to inform Play Time if my child has been diagnosed, or suspected of having, an infectious illness, or if my child has diarrhoea or is vomiting, and I agree to withdraw my child from the programme immediately until they are medically fit to return. Infectious illnesses may be, but are not limited to, chickenpox, Covid-19, measles, school sores (impetigo). I understand that the normal Cancellation Notice period of 1 week applies because Play Time has rostered staff.
- i) I agree to provide and keep updated important safety information: ie. approved/unapproved pickups, custodial agreements, dietary requirements and behaviour information.
- j) I understand that between September – April children are required to sunblock before playing outside. Children who refuse to apply sunblock may be kept inside for their safety.
- k) I understand that Play Time staff will administer medication if a Medication Consent Form has been provided. If I require that my child self-administers medication (eg. asthma inhaler, epipen) then a Medical Consent Form is required. I understand that if medication is held by the school, it is not accessible by Play Time, so Play Time will require separate medication to be supplied.
- l) Play Time has a detailed child protection policy which includes the reporting of any suspected child abuse to Oranga Tamariki. Play Time's Child Protection Policy is available to view at each of our venues.
- m) Play Time provides transportation for Before and After School, and Holiday Care. All drivers are appropriately licenced and vehicles have appropriate child restraints. At time, Play Time may book a commercial bus service. By booking a child in our programmes, you provide consent to your child being transported.
- n) Play Time keeps a daily hazard register onsite.

**Complaints**

Play Time welcomes all feedback. If you have any issues or concerns to discuss please approach the supervisor on duty. If this is not an option, please contact Bruce 021 998979 or Thurla 021 1919 222 or email [admin@play-time.co.nz](mailto:admin@play-time.co.nz).

**Video and Photo Images**

- a) By enrolling, you agree that a headshot of your child will be taken for our records for the sole purpose of ease of identification by Play Time staff. During the enrolment process you may expressly deny permission for this.
- b) Play Time operates a CLOSED Facebook page for each of our sites. This is for the purpose of showing you snippets of your child's day, and some of their creations during their time with us. By enrolling with Play Time you agree that our staff may take and post photos of your child engaged in activities and their creations to the closed Facebook page. During the enrolment process you may expressly deny permission for this.



- c) Note that Play Time does NOT by default seek permission to use these photos on public forums and marketing material. If Play Time wishes to use a photo on a public forum (eg. our website) or marketing material we would first seek permission from you to do so.

#### **Disclaimer**

- a) I understand that in the event that my child causes damage to programme resources and/or property that Play Time operates from, the costs of repair and/or replacement will be payable by me and the cost will be added to my account.
- b) I understand that Play Time will not be held liable for the loss or damage of personal possessions that my child may bring to the programme.
- c) All Play Time staff are trained, and police vetted. Play Time strives to provide a top-quality service for you, and one that is enjoyable and safe for your children. Where there may be any consequence resulting from an act or omission, neither Play Time nor its staff, or contractor, shall be held personally liable where all reasonable and practical steps are deemed to have been taken in accordance with Play Time's Policies and Procedures and NZ legislations.
- d) In the event that a holiday programme Trip Day cannot be delivered due to weather or for any other reason, Play Time will replace the activity with a similar priced activity (eg. movies).

#### **Privacy and Confidentiality**

- a) Information collected by Play Time OSCAR Programme is collected for the sole purpose of caring effectively for your child/ren and to comply with our obligations as an accredited service provider to MSD.
- b) In accordance with the Privacy Act 2020 and the Vulnerable Children's Act 2014 and other relevant legislation, this information will not be distributed or used for any other purpose.
- c) Information collected may be viewed by the Ministry of Social Development as part of an audit.
- d) You may view your information at any time on your Parent and Child profile on Enrolmy.
- e) You also have the right to request a copy of this information from Play Time.