



MAKE ...



CREATE ...



DISCOVER ...  
... & PLAY!

**Play Time is SSAS accredited so you can be assured of the level of care your child is being provided.**

**WINZ OSCAR subsidies may be available for eligible families**

Winz needs 3-4 weeks to process forms, so pls book & submit forms with enough time - invoices are payable in full until winz has confirmed subsidy. *Once subsidy is confirmed, only parent portion (if any) is due.*

**Which form should I use?**

**CHILDCARE APPLICATION:** If it's the first time you're applying, or if your Annual Review and Verification is not up to date.

**DECLARATION:** If you've received a subsidy in the past 6 months, and your Annual Review and Verification is up to date.

**CHANGE OF CIRCUMSTANCE:** If you've moved over from another programme, transitioning from ECE/CCS, or you've added more bookings to your current booking (eg. Teacher Only Days or you need additional bookings from your original booking).

**REVIEW:** Winz requires a REVIEW to be completed once a year. If this is not done, your subsidy is suspended.

**How much will I get?** This is determined by your circumstances. Check here to see what you might receive <https://check.msd.govt.nz/>

**How do I get forms to you? / How do I get you to sign my forms?** Your booking needs to be made before Play Time can complete the Provider Section of the forms. If you are in the winz system and they have all your documentation (eg. birth certs), we are permitted to submit forms on your behalf. If you'd like us to do this, email your forms to [admin@play-time.co.nz](mailto:admin@play-time.co.nz).

If you prefer to submit your own forms, then: we can email you the Provider Section to put together with your part OR once you've submitted your part, let us know then we can submit the Provider part.

**Heaps more info here** <https://www.play-time.co.nz/winzsubsidyinfo>

**TO BOOK: ENROLMY.COM/PLAY-TIME-OSCAR-PROGRAMME**

For General Enquiries not answered here or on the website information, FAQs or Handbook, please contact 021 1919 222 or email [admin@play-time.co.nz](mailto:admin@play-time.co.nz)

**Play Time Sites & Absence TXT numbers**

Please do not expect a reply to absence txts, staff will see the txt when they come on duty.

- Arataki Primary 020 4010 8250
- Bellevue School 020 4196 0663
- Fairhaven School 022 190 6593
- Golden Sands School 020 4010 9834
- Greenpark School 022 427 5784
- Papāmoa Comm Centre / Tahatai Coast
- Holiday Programme 020 4195 1738
- Te Manawa o Papāmoa 020 4186 4899



Play Time offers a fun, safe, structured, caring and respectful environment for children aged 5–13yrs, where they feel valued and comfortable and are engaged in stimulating activities of their choice.

It's their time for play!

The safety and well-being of the children in our care is of paramount importance to us.

Getting the most play out of each day!

**play-time.co.nz**



### What do children do at the programme?

Play Time programmes have a strict routine, but children have choices within the routine. Children are encouraged, but not forced, to join in activities if they don't want to join in. There are always other activities children can engage with. Activities include crafts, games, kitchen/baking, discovery and structured freeplay eg. dolls house, playground, lego. Play Time has a weekly planner, devised by each centre for their group of children. This is uploaded weekly to the Closed Facebook page and displayed onsite.

What children love most is having the opportunity to play with their friends, make things, create and discover! What we love most is facilitating children's growth in independence, confidence, social skills & ability to work & play with others!

### What should my children bring?

#### To Before/After School Care (BASC):

- a refillable water bottle
- a light afternoon tea with fruit is provided\*

#### To Holiday Programme (HP):

- a BIG packed lunch and morning tea
- a refillable water bottle
- a light afternoon tea with fruit is provided for the late session\*
- change of clothes in waterproof bag in case of accidents or getting wet
- appropriate shoes / jumper

\*if special dietary requirement food is required, please pack this.

#### September to April - Sunsafe:

Bring a sunhat (that protects face, neck & ears) for outside play. Sunblock your children before arriving (sunblock will be applied during the day). If special sunscreen is packed please advise staff, and label it with your child's name.

#### What should my children not bring?

Valuables and Cash! Please leave valuables/special items at home, and no cash is required, even on Trip days. Play Time is not responsible for any loss or damage.



**Where to book?** <https://www.play-time.co.nz/our-programmes>  
Choose your venue/programme.

**Is there space available?** Jump online to make your booking and reserve your space. If the programme is full, you can choose to be waitlisted. Please keep your account up to date as Play Time reserves the right to remove your booking if an invoice is unpaid.

**Are you MSD accredited?** Yes - hold Level 3 SSAS accreditation.

**Are your staff Police Vetted?** Yes.

**What are your staff:child ratios?** Play Time strives towards a 1:12 staff:child ratio. Offsite (trip days), a 1:8 staff:child ratio.

**What is your Cancellation Policy?** 1 rolling week. If a child cannot attend a booked session they will be marked absent. No credit is due for an unattended session.

**Should I notify you if my child won't attend a session?**

Yes. You are required to TXT the Venue Absence Number to advise staff your child will be absent - otherwise staff are required go into Missing Child Procedures to account for your child's safety. A \$5 fee is charged if staff are not notified via TXT. The number is listed on the booking page, on the website and the last page of this brochure.

**How do I cancel a session?** You (account holder) are required to cancel sessions in Enrolmy. Sessions within the notice period (ie. sessions that are one week or more away) are able to be removed.



**I've paid for a session then cancelled it in Enrolmy in time for a credit, will it be refunded?** Your Play Time account will be credited. Credits may be used to pay for future sessions, it is not refundable.

**If my child is absent for a booked session due to sickness, I can't plan for that, will I get a credit?** No.

Neither can the programme plan for a number of unexpected absences on a day ie. fewer staff would be rostered if the programme knew there would be fewer children on the roll, so no absences are credited, including but not limited to to sickness, late/last-minute bookings, shy child, change of circumstances. All cancellations must be done by the account holder on Enrolmy within the cancellation notice period. If a child is still has a booked session, the programme has prepared for the booking and it is charged regardless of attendance. If your child will be absent please TXT the venue absence number to let staff know.

**What happens if I'm late to pick up?** Staff are entitled to leave at the end of their shift. If you collect late, you will be charged \$1/min late fee. If we cannot get hold of you or your emergency contacts, the child will be taken to the NZ Police for the safety of the child, per MSD regulations.



**Can we come see the programme & meet the carers?**

Yes. You may pop through at any time during the programme, but if you arrive just as school closes, staff will be very busy welcoming and accounting for the children on the roll and will not be able to speak with you. If you want to ask questions & talk to staff, best to pop through later in the day when it's not so busy.

**Can my child come for a test session?** For the safety of the children, all children present in the programme must be booked in via Enrolmy, with all emergency contact details supplied and T&C's agreed to. If you want to test the programme out, book a Casual one-off session. The programme will need to roster staff for your child's space so the session will be charged as usual.

**Can you fetch my child from their classroom?** Yes. Please txt the venue number to request this - give your name, your child's name & room number. Please also advise the teacher that Play Time will be collecting the child from the classroom, so the teacher must not release your child when the bell rings to anyone but Play Time staff.

**Do you take Casual bookings?** Yes, choose 'Casual Bookings'

**Do you take Late bookings?** Booking cut-off time is 4pm the day before so we can cater & plan for the children booked.

**What are the Behaviour Expectations of children?** To keep the group of children happy & safe, Play Time has behaviour expectations, including physical & behavioural boundaries - where children can & can't go & what children may & may not do while they are at Play Time - these are communicated to children in children's language as "Play Time's Rules". Every effort will be made to help your child settle in to the programme, however if a child's behaviour is consistently harmful and/or disruptive to themselves, another child, property or staff, parents/caregivers will be asked to collect the child from the programme immediately, & the child may be removed from the programme permanently or stood down. Normal cancellation terms apply if your child is asked to leave due to behaviour. No credit or refund is due.

If your child has a minder/teacher aide at school (meaning a 1:1 child:adult ratio), please contact us to discuss their enrolment.

