

BEHAVIOUR MANAGEMENT

Bizzy Bodz has a behaviour management policy which is outlined in the Policy and Procedures Manual. Children will be made aware of the behaviour management expectations on a regular basis.

Serious or repeated cases of unacceptable behaviour will be recorded and parents will be required to meet with the Programme Supervisor to discuss the behaviour.

If there is no improvement Bizzy Bodz Head Office reserves the right to exclude the child from the programme either for a set period, or permanently.

COMPLAINTS

Bizzy Bodz programmes have a complaints procedure.

If you have any problems, please approach the Team Leader who will be happy to assist you with your concerns.

POLICIES

A full policies and procedures manual is available on site and online at all times. These policies follow the guidelines as recommended by Oranga Tamariki and the Out of School Care Network (OSCAR).

Please feel free to view this document at any time

WINZ

Bizzy Bodz is an Oranga Tamariki approved OSCAR programme. Some families may be eligible to claim the WINZ OSCAR subsidy. Please contact WINZ directly to check if you are eligible.

RATIOS

The programme will operate on a guideline ratio of 1:10, as recommended by Oranga Tamariki. There will be staff on duty with a minimum of two staff on at all times.

**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.**

www.bizzybodz.co.nz

ENQUIRIES

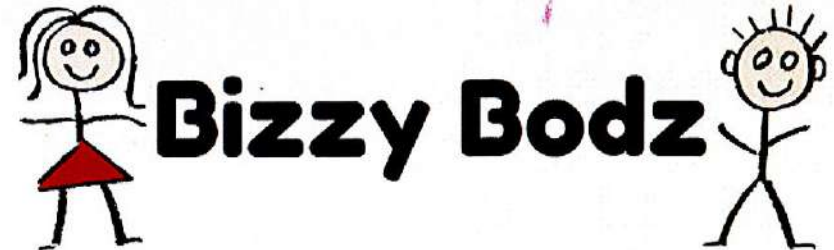
Phone: 09 530 9020

Email: info@bizzybodz.co.nz

Programme direct dial: 021 837 397

Post: P O Box 53, Whitford, 2571

Physical Address: 1/14 Whitford-
Maraetai Road, Whitford 2571



Cockle Bay School

BEFORE & AFTER SCHOOL CARE

Monday - Friday: 7.00 - 8.30am & 3.00 - 6.00pm



**Providing fun, organised, quality Out of
School Care in a safe, child-focused
environment**

WELCOME! TO BIZZY BODZ

The Bizzy Bodz After School Care programme has been established to provide quality care for children from Cockle Bay School. It operates from the School Hall between the hours of 7.00 - 8.30am & 3.00 - 6.00pm, Monday to Friday.

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

ENROLMENTS

To Enrol in Bizzy Bodz you need to have an Aimy Plus account. To create an account visit: <http://bizzybodz.aimyplus.com> to fill in your enrolment information. You can book for any Bizzy Bodz programme via this website. As there are a limited number of vacancies, Bizzy Bodz can only process applications in the order received. A waiting list may apply.

Please direct any changes or queries to your bookings through to the head office.

ABSENTEEISM

If children are absent from the programme, parents are to inform Bizzy Bodz Supervisor before 2pm on the day. If notification of absence is received within 24 hours, full charges will apply. If notification of absence is received in writing by Head Office more than 24 hours in advance prior to absence, an \$8.00 absence fee will apply per day.

In line with normal business and commercial practices, statutory holidays which fall on normal school days, including teacher only days, are treated as such and will be charged.

CASUAL ENROLMENTS

Casual, day to day enrolments may be made at short notice, and will be accepted providing space is available. To make a casual enrolment, login to AimyPlus and make a casual booking, these will be confirmed by the supervisor at 2.30pm.

A casual booking is classified as a one off booking when required.

FEES as at 1 January 2020

Before School Care: 7.00 - 8.30am (incl breakfast)	\$12.00
Before School Care: 7.45 - 8.30am	\$8.00
After School Care: 3.00 - 4.00pm	\$11.50
After School Care: 3.00 - 4.30pm	\$14.00
After School Care: 3.00 - 5.00pm	\$16.50
After School Care: 3.00 - 5.30pm	\$19.00
After School Care: 3.00 - 6.00pm	\$20.00
You will receive a discount of \$1 per child for 2nd or subsequent children.	

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 20-30 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 numerous and exciting activities. These will include arts and crafts, baking, games and sports.

ACCOUNTS

An invoice/statement will be emailed on the Tuesday following the week your child attended care. Unless prior arrangement is made, payment is expected and due by Friday the week the invoice/statement is sent.

If payment has not been received by due date, enrolment for the following week may be suspended until payment has been received.

COLLECTING YOUR CHILD

When arriving to collect your child please sign them out on the tablet and advise the Team Leader that you are taking your child.

This is a Ministry of Social Development requirement and if a child has not been signed out at the end of the day, full daily fees will apply.

AFTERNOON TEA

All children will receive a nutritious afternoon tea and drink for afternoon tea. Please advise if there is any food your child is not allowed to have.

