

**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.**



## **Enquiries**

09 530 9020

admin@bizzybodz.co.nz

021 837 977 (Programme Direct Dial)

**Before & After School Care**

# **Our Lady Star of the Sea School**

**Monday - Friday:**

**7.00 - 8.30am**

**& 2.45 - 6.00pm**

**[bizzybodz.co.nz](http://bizzybodz.co.nz)**

## Enrolments

To enrol in Bizzy Bodz an Enrolmy account is required. To create an account visit: [enrolmy.com/bizzy-bodz](http://enrolmy.com/bizzy-bodz) to fill in your enrolment information. To comply with Ministry of Social Development accreditation all families are required to have two emergency contacts. You can book for any Bizzy Bodz programme via this website. As there are a limited number of vacancies, Bizzy Bodz can only process bookings in the order received. A waiting list may apply.

**Please direct any changes or queries to your bookings through to Head Office.**

## 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 Enrolmy and make a 'casual booking', this must be done prior to **2.00pm**.

A casual booking is as a one-off booking when required or a booking that holds no pattern e.g. hours or day between weeks. If your child is attending the same number of hours or days each week this will be classified as a regular booking and will be charged accordingly.

All casual bookings will incur an additional charge and are not based on hours but a flat fee.

\*Conditions apply to casual enrolments.

## Fees

as at 14 October 2024

### Before School Care

7.00 – 8.30am (incl breakfast): \$14.00

7.00 – 8.30am 5 days a week: \$60.00

### Casual Before School Care

7.00 – 8.30am: \$18.00

## WINZ

Bizzy Bodz is a Ministry of Social Development accredited out of school care provider. Some families may be eligible to claim the WINZ OSCAR subsidy. Please contact WINZ directly to check if you are eligible.

## 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.

## Absenteeism

If children are to be absent from the programme, parents are to inform Bizzy Bodz Head Office before 2.00pm on the day. For notification after 2.00pm, please contact the programme directly.

Notifications are required to be made to the Head Office in writing if;

\* Notified absence is within five business days of enrolled day, full charges will apply.

\* Notification of absence is received five business days or more prior to absence, a 50% holding fee will apply.

For children who are expected to be absent from the programme for a period of five days or more, Bizzy Bodz will keep their place open for a retention fee of 50% of the normal applicable fees. Two weeks' notice in writing to the Bizzy Bodz Head Office is required for this service to be applied.

"Five Business Days" will commence the day after notification has been received.

In line with normal business and commercial practices, statutory holidays and teacher only days which fall on normal school days are treated as such with appropriate fees applied.

## Ratios

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

## Policies

A full policies and procedures manual is available on site and online at all times.

These policies follow the guidelines as recommended by the Ministry of Social Development, Oranga Tamariki and the Out of School Care Network (OSCAR). Please feel free to view this document at any time.

## 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.

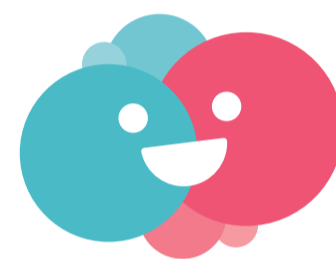
Each week the programme will run numerous and exciting activities. These will include arts and crafts, baking, games and sports.

## Breakfast

All children will be offered breakfast. This will be either toast & spread or cereals. Please advise of any food allergies or special dietary requirements on your Enrolmy safety form.

## Afternoon tea

All children will receive a nutritious afternoon tea and drink during after school care. Please advise of any food allergies or special dietary requirements on your Enrolmy safety form.



# Bizzy Bodz

## 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.

## Accounts

An invoice will be emailed on the Monday prior to the week your child attends care. Unless prior arrangement is made, payment is expected and due by the Friday the week the invoice was sent.

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

## 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.