



BOSCO
Beckenham Out of School Care Organisation

71 Sandwich Rd, Beckenham,
Christchurch, 8023
027 645 6632
manager@bosco.org.nz
www.bosco.org.nz
Charitable Status: CC40574

Terms and Conditions

1. Children are only deemed to be in the care of BOSCO from the time they arrive at the BOSCO room until their departure. Children are required to be signed in by a parent/caregiver for the Before School and Holiday programmes and by a staff member for the after school programme. Children must be signed out by someone identified on profile unless prior arrangement with Manager or Supervisor has been received. Staff will sign children out for the Before School programme.
2. Children will only be allowed to depart BOSCO in the manner/with persons identified on the Aimy System. A \$5.00 fee will be added to your account if someone not identified comes for collection and we need to contact you to confirm.
3. Seven (7) days' notice (or seven (7) days prior to holiday programme begins) is required to cancel bookings permanently, full fees will be charged if children leave before notice period.
4. Full charges will apply for any absences (e.g. sickness, holidays etc.) from any of our programmes, and for statutory days that fall on a day child would normally be booked in (excluding days that fall during school holidays). This includes extended periods of absence while child is still enrolled at BOSCO. An additional \$5.00 fee will be added to your account if BOSCO has to contact you to find out where your child is. 50% of fees (up to a maximum of 3 days for holiday programmes) will be charged for the duration of a closure if Management has to close for any reason e.g. earthquakes, snow, sickness etc.
5. Accounts are to be paid either weekly or fortnightly, or as discussed with the Manager. Any account over thirty (30) days will be forwarded to Baycorp (NZ) Ltd and a 25% fee will be added to your account. It is your responsibility to ensure accounts are being received from BOSCO.
6. Although proper care is exercised at all times, BOSCO cannot accept responsibility for misadventure, injury, damage or loss sustained to person or property while at any of our programmes and other places visited for activities.
7. Child may bus for any excursion off site. Child may go on walks (with staff) within the Beckenham area.
8. Child may participate in all advertised activities and any other replacement activities that may be required.
9. Manager or Supervisor may seek medical aid if it is considered necessary (including ambulance if required). A child requiring medication during any programme must have a medication form filled out prior. These are available from Manager or Supervisor.
10. A late fee will be applied to your account if collected after 6pm for after school or holiday programme (or 3pm if booked in for short day during holidays). Late fee will be \$1.00 per minute. This fee will also be applied if dropped off before 7.30am for before school or holiday programme (or 8.30am for short day).
11. All comments/complaints/queries of any nature are to be addressed to the Manager or Supervisor in the first instance or Chairperson if appropriate.
12. It is the responsibility of parents/caregivers to ensure the details we have listed for children are correct and updated as required.
13. Children using their devices (including phones) at any of the BOSCO programmes must sign a code of conduct agreement with the Manager first. Parents/caregivers must contact the BOSCO supervisor during programme hours to allow a child to leave etc. We will not be able to let a child leave if we have not spoken to parent first. The Manager and Supervisor both have phones that are always answered during programme hours.
14. A copy of our policies and procedures are available on our website or from the Manager, all these policies must be acted upon.
15. Every effort has been made to provide accurate information in programme brochures, however sometimes changes occur due to circumstances beyond the control of BOSCO staff and management committee who are unable to take liability for these situations.
16. All programmes of BOSCO are operated independently of Beckenham Te Kura o Puroto School. The teachers, board of trustees and principal of Beckenham Te Kura o Puroto have no responsibility of BOSCO nor any of its activities.
17. BOSCO staff and or the Management Committee will liaise with any outside agency including, but not limited to Child, Youth and Family, the principal, deputy principal and/or child's teachers where necessary for the care of children.