



OSCAR network

enriching children's play

www.oscarnetwork.org.nz

Establishment Kit

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What is OSCAR?

OSCAR is the term used for out of school care and recreation services that operate for school aged children aged 5 –14 years.

Programmes may operate before school, after school or during school holidays. OSCAR services vary throughout the South Island, reflecting the diversity of their communities. OSCAR programmes are largely recreational and play focused.

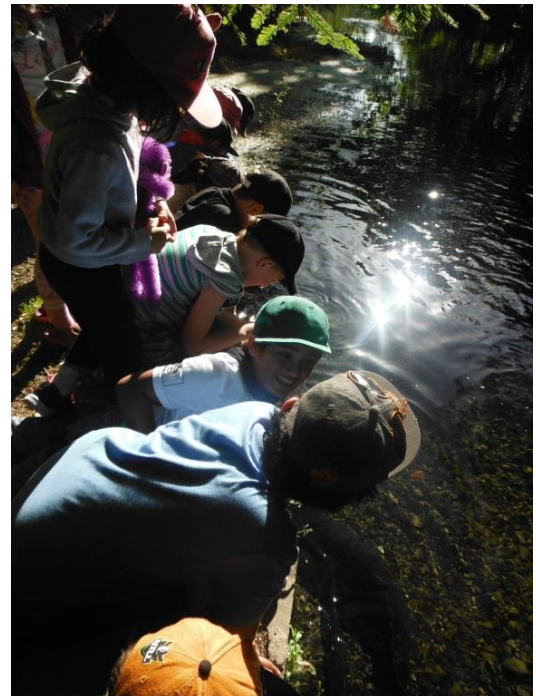


The United Nations Convention on the Rights of the Child, Article 31 states:

“That every child has the right to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts”.

Is there a need for OSCAR in your area?

- ❑ Contact other caregivers through school newsletter/community center notice board
- ❑ Talk with the Principal and Board of Trustees. Have parents indicated a need for a place for children to go to when school is out?
- ❑ Check what is already available for 5 - 14 year olds in your area
- ❑ Survey parents for example through the school newsletter



How to provide OSCAR in your area

With a group of interested people discuss your philosophy (why) and aims and objectives (what). Then use the results of your survey as an indicator. Seek out appropriate people to support the project. Discuss and decide on:

- ☐ Management structure and legal entity e.g. incorporated society
- ☐ Venue and contract with the landlord e.g. school, church, community centre
- ☐ Budget, funding and fees
- ☐ Policies and Procedures
- ☐ Programme planning
- ☐ Administration
- ☐ Resources
- ☐ Staffing
- ☐ Programme promotion



Starting your OSCAR Programme

Before you can set a starting date you need to have:

- ☐ Your own establishment fund
- ☐ Venue to operate from



- ☐ Your Aims/Objectives clear, and legal requirements identified
- ☐ Registered with the Inland Revenue
- ☐ A comprehensive set of Policies and Procedures
- ☐ Clear job descriptions, person specifications code of conduct and employment contracts www.employment.govt.nz
- ☐ appoint staff

Within the first few months staff must be trained in:

- *Child Development*
- *Child Protection*
- *Health and Safety with Emergency Management*
- *And at least one on-site member needs to have a current first aid certificate*

- ❑ Promote service and start to take enrolments
- ❑ Gather equipment
- ❑ Finalize the contract for venue and the Policy and procedure guide
- ❑ Set fees and financial plan including budget and future running costs



Ministry of Social Development Advisors

In order to receive OSCAR funding from the MSD, providers must be approved to deliver OSCAR services, an approved provider can also offer eligible parents the WINZ subsidy.

MSD Advisors will:

- ❑ review policies & procedures against the OSCAR Standards for approval
- ❑ assess your venue and ensure your paperwork is up to speed
- ❑ if your programme has met their criteria then they can your programme/s
- ❑ visit and review your approval every three years.

Ministry of Social Development Contracts

The Ministry of Social Development (MSD) provides contract-based funding for OSCAR services. NOTE THAT ALL CURRENT MSD FUNDS FOR OSCAR SERVICES ARE FULLY COMMITTED. You are welcome to register through the contracts page to receive sector updates and notices, which may occasionally include updates regarding MSD funding.

If you have a current MSD contract, you should take note that contracts usually come up for renewal in April each year and it is essential to ensure MSD are notified of any programme contact detail changes.

OSCAR_contracts@msd.govt.nz

Work and Income – OSCAR Subsidy

Once MSD approval is notified to Work and Income and the required documentation is completed families can apply for the OSCAR Subsidy through Work and Income

- ❑ This will be paid direct to the programme
- ❑ Until OSCAR approval is granted families will need to pay the standard fees
- ❑ Be patient–the approval process can take some time

Establishing an OSCAR Programme Timeline

Week

1. Conduct a parent survey to gauge the need and, if you decide to go ahead;
 - ☐ Form a management structure
 - ☐ Identify a co-ordinator for the programme development
 - ☐ Read through the OSCAR Approval Process
 - ☐ Look for a venue
2. Start working on policies and procedures, **see standards for OSCAR providers**
Complete policies under the following headings:
 - ☐ Service Environment
 - ☐ Service Operation
 - ☐ Health and Safety
 - ☐ Child Protection
 - ☐ Supervision
 - ☐ Management
3. Check the list of documents that must be included with the application form
 - ☐ Start work on the proposed budget, and ensure your entity is registered.
 - ☐ Prepare staff package - position descriptions, employment agreement, staff information sheet, staff code of conduct, referee checks, and register for police vetting
 - ☐ Ensure you have the additional forms such as abuse recording/reporting forms, enrolment forms, registration/attendance forms/packs, completed risk assessment management (RAMS) forms for the venue and activities you may be delivering, medication consent forms, and incident and accident forms.
Samples are available; these need to be sent with your policies for approval
4. Advertise for staff, ensure robust checking system in place then employ staff, ensure police checks have been returned, job descriptions and employment contracts in place, staff information sheet completed
5. Staff induction with; training needs identified, emergency evacuation plan explained, venue and activities RAMs, adequate time given to read the policies and procedures, action plan for the first day of the programme with equipment and consumables purchased and the enrolments checked and health & safety of children and staff identified

Suggested Equipment List

The equipment reflects the age range which is catered for (5-14 year olds) and covers activities for all seasons. Buy quality, durable equipment.

This list is meant as a guide only

Administration and Office	
Enrolment folder Roll book, laptop or sheet, receipt book, account book, incident and accident book Year planner Filing drawer (lockable)	Desk & Chair Computer, printer & software Cash box & lock, calculator Envelopes, stamps, paper Cellphone
Cleaning	Safety
Vacuum cleaner, broom, buckets, dust pan	First Aid kit
	Emergency Kit
<u>Emergency evacuation bin</u>	Smoke detectors
	Fire Blankets
Kitchen	
Electric jug	Programme General
Water jug, plates, cups	Carpet squares, bean bags, foam slabs
Tea towels/towels/flannels	Tables, chairs, couch
Electric fry pan, large pot	Bookcases shelving/storage
Cutlery, rolling pins, chopping boards	Tarpaulins
Blender	
Baking trays	Other
	Woodworking equipment Lego / Duplo Construction Sets
Sport	Art & Craft
Balls - soccer, football, tennis balls, play balls	Paintbrushes, scissors, work mats, aprons or painting shirts
Basketball & hoop	Basic set of paints, pencils, paper, felts, glue, clay, crayons (for younger children)
Tennis set, Cricket set	Dressing up – capes, second hand bags, shoes, dresses
Roller blades, skateboards, scooters knee and elbow pads & helmets	Good selection of “junk” – e.g. paper rolls, bags
Volleyball & net,	
	Board Games
	E.g. Mancala, Connect 4, Bingo, Guess Who, Chess, draughts, cards, Forbidden Island, desert
Library	Music
Books -story books, books from local library,	Ukuleles, keyboards, guitar
Puzzles, craft & activity books	Musical Instruments (basic set)

Introducing the OSCAR Network for the South Island

Enriching children's play

Professional Development for OSCAR Providers in the South Island

We provide a wraparound service for OSCAR providers because we know that once you are established the going can get hard. Providers often need support with ensuring the staff is well-trained in Child Development, Child Protection, Health and Safety and Emergency Management. Management needs support as well with employment issues, legal compliance, OSCAR Standards, but to name a few. The programme in general often needs help with ideas for activities, children's behavioural issues, staffing and caregiver matters and ongoing maintenance.

Because well-trained staff is the cornerstone of your programme, we make sure the training provided is OSCAR centric and supported by up to the minute research. With years of experience we are passionate about children's right to play in an environment that is safe and nurturing.

We are aware that our sector is vital to the New Zealand economy yet often overlooked, it's important to have an ally fighting in your corner. That's us, the OSCAR Network. While we operate in the South Island we are aware that the issues that affect us here are nationwide.

As well as this establishment information, we offer our members ongoing help with their policies and procedures, legal compliance, funding advice, staff and management training and support, resources including a quarterly magazine, [SNOOP](#). We send out a weekly e-news which you can [sign up for](#)



We encourage programmes to deliver excellent practice by providing safe, accessible and affordable OSCAR services that enrich, inspire and support the needs of the child and their whanau.

Benefit from our expertise and assistance. Get on the go-cart today and become a [member of the OSCAR Network](#).

We are a non-profit group dedicated to offering professional development for our members through resourcing, information and training

Some helpful website addresses

The OSCAR Network in Christchurch

www.oscarnetwork.org.nz

- Support, training and advice for OSCAR services

The National OSCAR Website

www.oscarnz.org.nz

Auckland OSCAR Network

www.oscn.org.nz

Department of Labour: Employment matters

www.dol.govt.nz

- Employment agreements
- Minimum wages and current legislation

Inland Revenue Dept

www.ird.govt.nz

- Register as an employer
- Register for an IRD number
- Register for GST

Community Network Aotearoa

www.community.net.nz

- Legal status information & general support

NZ Companies office and Charities Commission

www.societies.govt.nz

- Register for Charitable status for not for profit organisations

Ministry of Social Development

www.msd.govt.nz

- OSCAR standards and guidelines
- General overview of funding for OSCAR services

Accident Compensation Corporation

www.acc.co.nz

Business Support

Business information and referral service

www.business.govt.nz

Work and Income

www.workandincome.govt.nz

- Employment
- Work and Income OSCAR subsidy information

Children's Action Team

www.childrensactionplan.govt.nz

Identifying, supporting and protecting vulnerable children

