



Home-based OSCAR Accreditation Application Form

Level 3

Introduction

This application form should be used by organisations requiring Accreditation to deliver home-based Out of School Care and Recreation (OSCAR) programmes. You will be assessed on the basis of the information you provide in this form, along with required supporting documentation.

The Social Services Accreditation (SSA) team is responsible for accrediting OSCAR programmes, under Sections 45-47 of the Social Security Regulations 2018.

Home-based OSCAR programmes are for children up to the age of 13, enrolled and attending school.

Home-based OSCAR programmes only operate during the following hours:

- Before-school care: 6.30am – 9.00am, Monday to Friday
- After-school care: 2.30pm – 7.00pm, Monday to Friday
- Holidays: 7.00am – 7.00pm, Monday to Friday

SSA will only accredit home-based providers to deliver OSCAR if they are licensed by the Ministry of Education (MOE) to deliver home-based Early Childhood Education (ECE) and care services.

Home-based OSCAR organisations do not usually require a site visit. SSA may, however, conduct an on-site assessment to clarify information or respond to concerns.

Accreditation Application

Your organisation's details

Registered name of your organisation:

Other names your organisation
may be known by:

Family Services Directory (FSD) number
(if applicable and known):

Main office street address

Street number:

Street name:

Suburb:

Town or city:

Main office postal address (if different from above)

Street number:

Street name:

Suburb:

PO Box:

Town or city:

Postcode:

Organisation contact details

Phone number:

Mobile:

Email address:

Website:

I would like to receive OSCAR subsidy payment schedules by email to the above email address.
Note: The first subsidy payment schedule will be sent by post. After that, payment schedules will be emailed.

Key contact details

Contact person name:

Contact person position:

Business telephone number:

Home telephone number:

Email address:

Information on Home-based OSCAR services

Name of carer	Date of Birth	Carer home address (where the programme is delivered)	Number of children under 5 years	Number of children between 5 and 13 years

Note: The number of OSCAR children does not include the carer’s own children who are 13 years or younger, and enrolled and attending school.

Legal status of your organisation

Charitable Trust

Organisation set up under statute

Incorporated Society

Partnership

Limited Liability Company

Unincorporated Body

Named Individual:

Registration Number:

Declaration

By ticking the boxes and signing this application, you are agreeing on behalf of your organisation to meet the following obligations:

All the details contained in this application are true and correct to the best of my knowledge.

I have the authority of my organisation to sign this application and provide the required information.

As a licenced ECE provider, I agree to comply with the Licensing Criteria for Home-Based Education and Care Services 2008: Early Childhood Education Curriculum Framework, which is regulated by MOE. If accredited, I understand that this is subject to the condition that I agree to apply and uphold the same standards for all homes responsible for delivering OSCAR programmes. This includes ensuring that my organisation's policies and procedures allow for the provision of services to home-based OSCAR-aged children.

I confirm and agree that my organisation will not operate OSCAR programmes outside of the following hours:

- Before school care: 6.30am – 9.00am, Monday to Friday
- After school care: 2.30pm – 7.00pm, Monday to Friday
- Holidays: 7.00am – 7.00pm, Monday to Friday

Signature:

Date:

Name:

Position:

Complete the application form, attach all required documents (see the checklist on the following page) and email to: Social_Services_Accreditation@msd.govt.nz.

If you would prefer to post your application, please see the contact details on our website: www.msd.govt.nz/what-we-can-do/providers/social-services-accreditation/contact-us.html

Requirements to become an OSCAR Accredited home-based programme, and supporting documentation needed to support application:

Your organisation is licensed by MOE to deliver home-based ECE:

Copy of ECE Licence

All carers responsible for the delivery of home-based OSCAR services are at least 20 years of age. Your organisation operates in accordance with the requirements of the Education Legislation Act 2016, in maintaining applicable ratios:

As evidenced in completed table on Page 3

Note: The maximum number of children in a licensed home-based service will be six, of which no more than four children can be using the service for ECE. The age limit for children who can receive OSCAR is 13 years.

Your organisation effectively manages the supervision of all children enrolled in the programme:

Copy of a comprehensive supervision plan – detailing how your organisation accommodates the needs and safety of OSCAR aged children when they are engaging in the service

Your organisation identifies and caters to the needs of OSCAR aged children who require specialised care (that is, cultural, spiritual, disabilities, special needs, behavioural, and medical):

Copy of enrolment form for enrolling home-based OSCAR-aged children

Copy of Terms and Conditions given to parents/caregivers at enrolment

Copy of a Positive Behaviour Management Plan

Your organisation plans for and provides a stimulating and varied programme of activities that meet the needs and abilities of OSCAR-aged children (that is, organising activities that are appropriate for their age, development and capabilities; are reflective of skill; and allow for choice).

Copy of programme plans and/or record of activities

All children's workers in your organisation are safety checked in accordance with the Children's Act 2014:

Copy of registration with Police Licensing and Vetting Service