



Home-based OSCAR Approval Application Form

Level 3

Introduction

Use this form to apply for approval to deliver home-based Out of School Care and Recreation (OSCAR) programmes.

The form can be used for new applications for programmes not already approved, and programmes already approved that need their approval reviewed.

Te Kāhui Kāhu are responsible for approving OSCAR programmes, under [sections 45-47 of the Social Security Regulations 2018](#). Te Kāhui Kāhu will:

- use the information provided on the form, along with the required supporting documentation, to assess whether approval may be granted, and
- only grant approval for providers already licensed by the Ministry of Education (MOE) to deliver home-based early childhood education (ECE) and care services.

Although a site visit isn't usually required, Te Kāhui Kāhu may conduct a site visit to clarify information or respond to concerns.

We only approve home-based OSCAR programmes that:

- are for children aged five to 13 years of age, enrolled and attending school, and
- operate between the hours of 6:30am–7:00pm.

New assessments (applications)

Please email the completed form, including documentation, to: ✉ accreditation@tekahuikahu.govt.nz.

If you submit the application without supporting documentation, we will inform you that it is incomplete. You will have 20 working days to submit any outstanding documentation before the application is declined.

Review assessments

✉ Please return the completed form and any supporting documentation to your assessor within 20 working days.

Submitting via email:

Incoming emails have a 10Mb size restriction. If your application exceeds this limit, you can send the files via multiple emails. Zipping files is recommended.

Application details

Your organisation's details

Legal name of your organisation:

Other names your organisation may be known by:

Ministry of Education service number (if known):

New Zealand business number (NZBN):

Main office street address

Street number:

Street name:

Suburb:

Town or city:

Main office postal address (if different from above)

Street number:

Street name:

PO BOX:

Suburb:

Town or city:

Postcode:

Organisation contact details

Phone number:

Mobile:

Email address:

Website:

Key contact details

Contact person name:	
Contact person position:	
Business telephone number:	
Home telephone number:	
Email address:	

Information on home-based OSCAR services

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.

Name of carer	Age of carer at the time of the application (in years)	Carer home address (where the programme is delivered)	Number of children under 5 years	Number of children between 5 and 13 years

Legal status of your organisation

- | | |
|--|--|
| <input type="checkbox"/> Charitable Trust | <input type="checkbox"/> Organisation set up under statute |
| <input type="checkbox"/> Incorporated Society | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Unincorporated Body |
| <input type="checkbox"/> Named Individual: | Registration Number: |

Declaration

By ticking the boxes and signing this application, you are agreeing on behalf of your organisation that you 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 licensed 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 approved, I understand that this is subject to the condition that I agree to apply and uphold the same standards for all homes delivering approved 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 the hours of 6.30am – 7pm

Signature:

Date:

Name:

Position:

Requirements to become an approved home-based OSCAR programme, and documentation needed to support application or review assessment

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 and Training Act 2020](#), 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 NZ Police Vetting Service