

After School Care Parent Contract and Information

Enrolment

Enrolment is finalised upon completion of an enrolment form and the signing of this contract. Please inform staff of any relevant changes to your enrolment details. It is crucial that we have up-to-date information.

What to expect from the After School Care Programme.

We will provide a fun and stimulating age appropriate care programme for your child. Please inform us of any special interests of your child/ren so we can plan and adapt the programme appropriately. We will provide afternoon tea including a drink for your child.

Absences

Once the child's name is on the roll and he/she is booked in for regular sessions we expect him/her to be at the programme unless we have been notified by the parent/care giver. The school office must be notified before 12 noon on any day the child is not attending (ph. 07-856-5946). You may let the After School Care Supervisor know in person from 2.30pm in the Eureka Room. If we have not been notified and your child does not arrive we do EVERYTHING we can to locate him/her.

Your child's safety is paramount to us!

Signing your child in and out.

Your child will have been booked in for an afternoon and at the start of the session the supervisor will check the roll. Each day when you collect your child/ren, it is essential that you sign your child out in the daily roll book. The supervisor will show you where this is. We need to know that your child has gone home safely.

Fees

Regular Care: (e.g. care booked on a regular basis)

\$5.00 per hour, for a minimum of 1 hour.

10% discount if pre-paid for a full term and booked for a minimum of 3 sessions per week.

\$5.00 retainer fee if child is sick or not attending when booked.

Casual Care:

\$6.00 per hour per child

The After School Care Programme finishes at 5.30pm. If you are late to collect your child/ren a fee of \$25 per 15 minutes will be charged and invoiced to you.

Receipts will be issued at time of payment. Please retain these. A record of your payments will be kept and you can check your balance at any time. Annual receipts are distributed at the end of each year. Fees are tax deductible. Check whether you are eligible to claim an OSCAR child care subsidy from WINZ.

Policies and Procedures

Please see the supervisor if you wish to view our policies and procedures. They contain detailed information on health and safety, making complaints, employment practices etc.

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Behaviour Management

We use behaviour management techniques that encourage positive self-esteem development. It is our goal to ensure that the children and families experience an environment where they are safe, secure, respected and their dignity is protected. This is done through the use of positive reinforcement and a stimulating and varied programme to ensure against boredom. Every effort will be made to help your child settle into the programme. However, if the child's behaviour is consistently harmful to the children, parents will be asked to remove him/her from the programme.

Emergencies

Our staff are trained to deal with emergencies. In the case of a serious accident involving your child the staff will contact you and take the child to the nearest medical facility. In a civil emergency the staff will remain at the school until all the children are collected.

Child Safety

The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the Department of Child, Youth and Families Services.

Complaints

The programme has a complaints procedure. If you have any problems please approach the supervisor, coordinator or if necessary a member of the management committee and they will be happy to assist you with your concerns.

Sick Children

Please do not send sick children. If a child becomes ill during the programme hours, parents will be called and asked to collect them

If you have any concerns or queries the supervisor is always available for you.

We look forward to getting to know you and your child/ren.

Parents please complete enrolment form and sign this contract to complete enrolment.

If you have any questions about the programme or wish to see a copy of the programme policy prior to signing, please do not hesitate to ask a member of staff. Both parents and the programme will receive a signed copy of this contract.

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I/We agree and acknowledge:

- I have read and understand the above information.
- The supervisor has my permission to arrange any necessary urgent medical treatment at my cost.

All care will be taken to provide supervision of children attending the programme in accordance with programme policy and procedures. I acknowledge however, in signing this form, that neither the staff nor the management of the programme will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance of this programme.

Name of Parent _____

Signed: _____

Date: _____