

Carlton Gardens Primary School  
215 Rathdowne Street

Out-of-School Hours Care

~The Kids Club ~

# Handbook 2006

a service provided at the School offering

- before school care
- after school care
- vacation care

“Kids Club is a Wonderful Place  
For kids to make a funny face  
A place where children do belong  
If they want to sing a silly song  
Staff who care about each other,  
the kids, their fathers and their mothers  
We love Kids Club – you should too  
Please come along – We want you too!”

*(Written by Hannah Barbour/Woods & Sioux Gurney – 1998)*

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## Introduction

Kids Club is run within the Carlton Gardens Primary School buildings - a multi-purpose room is specifically set aside for the Program. Attached are kitchen facilities and the Coordinator's office. Healthy morning/afternoon teas are provided.

Although "Kids Club" is run within the school, the program is self-funded and derives no money from the school budget allocation. Thus the Program relies on the fees received by the users of the Program together with any available grants.

Structured and unstructured programs are available for the children using the Program. There is access to the outside playground, art/craft and cooking activities, Nintendo, a T.V. and video, computers, a quiet area and lots of indoor games and sporting equipment. There is also set activities two to three days a week such as circus skills, softball, drawing and story writing etc.

It's not just children whose parents are working or studying that attend Kids Club. It's also a great way for children to have time to play with their friends in a **stimulating** (cognitively & physically), and **safe** environment.

Kids Club has been established to work in partnership with the families and children using the service to make the experience enjoyable and FUN for the child/ren - and worry-free for the parents.

## Aims & Objectives

AIM: To conduct a quality Program for all primary aged children in a safe, friendly environment.

### OBJECTIVES:

1. To ensure that all aspects of program operations comply with the National Standards for Out of School Hours Care
2. To provide a range of activities that are developmentally appropriate and will appeal to all primary aged children
3. To provide a minimum of 2 organized activities each morning & afternoon (6 during Vacation Care)
4. To give children the freedom and the right to direct their own program
5. To ensure that the program is staffed with skilled and motivating leaders
6. To seek and respond to feedback from children, parents and staff
7. To ensure that all children attending the program have fun
8. In the event of limited spaces, to give priority of access to parents who need care to support work, study or search for employment
9. To ensure the physical and emotional safety of all children attending the program
10. To ensure that all children irrespective of ability are able to participate in all aspects of program life
11. To work in partnership with the users of the service to ensure that the care provided to the children is of the highest quality and meets legislative requirements
12. For the service to remain self-funded and independent of the school budget
13. To access as many grants as we are eligible for
14. To continue to promote usage at the highest levels that can be serviced

## Program & Hours of Care & Fees

### **BEFORE SCHOOL CARE 7.30 a.m. - 8.50 a.m.**

A program designed to cater for busy parents, working, studying or busy with other matters. A quiet relaxing time - children may participate in light games or activities.

### **AFTER SCHOOL CARE 3.30 p.m. - 6.00 p.m. ( SHARP - otherwise late fees imposed )**

The program offers children a choice of structured activities (art/craft, drama/imaginative play, sports & games) as well as the opportunity to get a head start on their home-work, or enjoying general unstructured play. A computer is available for work and games. A light, healthy afternoon tea is provided.

### **HOLIDAY PROGRAM - school holidays and curriculum days 8.00 a.m. - 6.00 p.m. (SHARP - otherwise late fees imposed)**

Each day is comprised of various structured activities including art/craft, drama, theme days, cooking, sports and of course .... Exciting excursions! It's up to the child to choose what interests them. Bookings for the holiday program are offered to families attending Carlton Gardens Primary School in the first instance. However children from neighboring schools are also welcome, and do attend, the holiday programs. Bookings for the holiday program are in high demand - so once the program is advertised - book in fast!

Morning and afternoon teas are provided: children are required to bring their own lunch.

**For Families eligible for Commonwealth Childcare Benefit:**

**You must contact Centrelink (13 61 50) with the Service/Provider numbers given below as soon as possible to ensure you are charged at the subsidised rate. Fees are subject to change at short notice. If CRN details are not provided, and you require Invoices and receipts at the end of the financial year, a Fee of \$50.00 is required to be received *before* that information will be supplied.**

Before School Care: Service/Provider # 406 960 145A  
Afternoon Care: Service/Provider # 555008099B  
Holiday/Vacation Care: Service Provider # 555011046T

## Enrolment of your Child

Before your child/ren can attend the program a Registration Form is required to be completed. This contains all required details to ensure staff of the program can provide appropriate and individual care to your child and that the administrative side of the program runs as smoothly as is possible. Please see the Program Coordinator, or leave a message on the answering service if you need to collect a form or alter any of the provided details.

**Part of the form refers to Parent AND Emergency Contact Telephone Numbers. It is essential that this remains up-to-date should unforeseen circumstances occur and the Kids Club Program staff need to contact you, or failing that, one of your Emergency Contacts.**

## Administration of the Program

A Sub-Committee of School Council, which meets on a monthly basis, oversees the program. *Current membership of the Sub-Committee is provided on the notice board in the foyer dedicated to School Council matters.* Should there be any disputation over fees / fines / or care provided to the children, it is requested that the matter in the first instance be discussed with the Program Coordinator. Failing a satisfactory outcome, matters can be brought to the Sub-Committee either in writing or in person. Any parent/carer is welcome to attend meetings of the Sub-Committee - if interested - just ask the Program Coordinator, a member of the Sub-Committee, or the Principal.

The correct ratio of staff to children as set out in the *National Standards Guidelines* is 1:15. Morning care has 15 places available. After school care places are at 35. Holiday program has 35, although for certain excursions it is dropped to 30.

**These numbers are constantly under review and if consistent increase in demand occurs application for more places will be requested.**

**A Fee for bookings NOT used will be charged UNLESS a cancellation has been received within the specified time.**

**Cancellations or changes in child collection details (eg. A relative or friend to collect child), may be notified by calling the Kids Club telephone line – 9663 5528 (which records the time the call is received and can be accessed by the Program Coordinator at any time), in person, or by writing.**

**Please do not ring the School Office as the school staff *are not* responsible for the administration of the program.**

**For Morning Care: a cancellation must be received by 7.30 a.m. on the morning booked – or a Fee is charged.**

**For Afternoon Care: cancellations must be received by 9a.m. on the day booked– or a Fee is charged.**

**If your child attends school and, due to illness is required to leave early, please inform Kids Club ASAP so a charge will not be levied. It is the responsibility of the parent/carer, not the school, child, or the teacher, to inform the Kids Club Program.**

**For Vacation Care: cancellations must be made *a week ahead* of the commencement of the Program or a Fee will be charged. (Although if the position can be filled from the Waiting List no charge will be made.)**

**If your child is ill a Medical Certificate is required so a Fee will not be levied. However if the Kids Club is not informed of the absence - a Fee will be charged.**

**So please save yourself some money, and at the same time be considerate to others that may be on the waiting list. If you can't use a session booked it's only a telephone call to let the program know.**

To ensure the safety of the children and smooth administration of the program -

- ◆ Children can only attend if a booking has been made and confirmed.
- ◆ An **up-to-date and complete** Registration Form must be completed & returned for each child.
- ◆ Children attending morning care and/or the holiday program must be accompanied by a parent/carer and **signed in**.
- ◆ Children departing after care and/or the holiday program must be **signed out** and accompanied by a parent/carer.
- ◆ **Please Note:** We recognize that drop-off and collection times can be difficult times for both parents and children. We encourage Parents to take their time in these areas, and ensure smooth transitions for their children (we suggest up to 30 minutes). There may be times when the Program Coordinator asks a parent/s to stay for extended times, or to accompany the child on an excursion, if there is a belief that this will be of benefit to the child (this decision will be made at the Program Coordinator's discretion). We do not however, believe that it is appropriate that parents come specifically to the Program to play with their children for extended periods of time, as this may cause difficult situations to arise between children, program staff, the parent involved, and other parents. Also, program staff are not qualified to provide supervised visits of parents to children in custody circumstances, and OOSH Care is not the appropriate forum for such a visit. Parents are able to take their children from the Program and return them later (during Holiday Care) as long as it does not disrupt the Activities organized for the day.

## Late collection of children, Fee Payments & Outstanding Accounts

We all know that unexpected occasions arise whereby parents/carers may be late in picking up a child. If possible please ring us so we can inform your child so they don't worry.

As the program is self-funded fines exist for pick-ups later than 6 p.m. to cover expenses of the staff required to stay. Once 6 p.m. arrives any children not signed off will be highlighted in the sign-out book and a late fee imposed. (Sorry!) If late fees are not imposed, fee increases across the entire program *for all parents* would need to be implemented to ensure the program runs efficiently in a cost effective manner. **A Late Fine of \$20.00 for each 15 minutes or part thereof is charged after 6:00pm.**

**\*please note: parent sign out times will be altered by Kids Club staff - in line with Policy – where necessary.**

Billing occurs on a fortnightly basis. As the continued running of the program is reliant on the fees paid by the users of the service it would be appreciated if payment is received within the fortnight following receipt of the account. If difficulties are experienced in paying please inform the program Coordinator so alternative arrangements can be made. **Payment for the Term must be finalized by the last day of Term. Holiday Program must be paid in advance.**

Dishonored Cheque Fee: For any cheque provide to the Kids Club that should bounce, a Fee of \$30.00 will be charged. From then on only cash or Bank cheque will be accepted for payment of Fees.

**If fees are outstanding for more than 2 billing periods a \$10.00 administration fee will be levied on the amount outstanding. Continued non-payment of accounts will result in child**

### exclusion from the program.

Any Parent/Guardian who collects their child/ren after 6.00pm on a regular basis (more than 3 times during a Holiday Program and/or a Term period) will have the Program Service withdrawn for a period of 2 weeks. When Care is resumed, the Parent/Guardian may also be required to enter a Contract Agreement with the Kids Club Committee ensuring against further breach of Policy.

**PLEASE NOTE: Families deemed in the habit of Late Collection of children and/or Late Payment of Fees, throughout the year may have the Service withdrawn - at short notice – indefinitely.**

## Rules regarding behavior

The behavior requirements of children attending the Program reflect those outlined in the Carlton Gardens P.S Charter. All children are encouraged to take responsibility for their actions and their effect on others. These essential, non-negotiable rules ensure our right to be safe and secure.

Children will:

- ◆ Be courteous & honest with other students, Kids Club staff, teachers, parents & visitors alike
- ◆ Be punctual to Kids Club Program arrival and departure times
- ◆ Walk & talk quietly in all indoor areas (& on excursions) to minimize disturbance to others
- ◆ Use equipment appropriately & safely
- ◆ Refrain from climbing trees & building structures, other than playground equipment
- ◆ Refrain from playing in or around toilets, and garden beds
- ◆ Only leave the school grounds with permission, with Kids Club staff, parent or guardian
- ◆ Respect the safety & ownership of all that belongs to others – students, staff, teachers, & visitors alike
- ◆ Be only in areas with Kids Club staff supervision
- ◆ Take any disputes to a staff member to be heard if problem cannot be settled
- ◆ Show respect & fairness for one another in action and deed – staff, children & parents alike
- ◆ Share all that the Kids Club has to offer
- ◆ Behave in a non-hurtful & non- threatening way (ie fighting, teasing, or engaging in any form of aggressive, intimidating, dangerous, hurtful or bullying behaviour – *will not* be tolerated)  
**Bullying is a willful conscious desire to hurt another person and put that person under stress.**

It is recognized that there will be specific occasions when it is necessary to establish temporary or short-term rules.

## Parent / Child feedback

The service has been designed to service the needs of the families and children who attend. So if you have any feedback please let us know - what you like about the service, what you would like introduced or improved, what activities your child enjoyed or didn't enjoy. See the Program Coordinator, write a letter, telephone or approach a member of the sub-committee - become involved.

## **TABLE OF FEES (PER SESSION)**

### **For Families eligible for Commonwealth Child Care Benefit:**

You must contact Centrelink (13 61 50) with the Service/Provider numbers given below as soon as possible to ensure you are charged at the subsidised rate. Fees are subject to change at short notice. If CRN details are not provided, and you require Invoices and receipts at the end of the financial year, a Fee of \$50.00 is required to be received *before* that information will be supplied.

### **Morning Care Fee: (Service Provider # 406960145A)**

\$6.00 PER CHILD / PER SESSION

### **Afternoon Care Fee: (Service Provider # 555008099B)**

\$11.00 PER CHILD / PER SESSION

### **Last Day of Term Care:**

\$15.00 PER CHILD / PER SESSION

### **Curriculum Day Care:**

\$28.00 PER CHILD / PER SESSION \*Excursions/incursions will attract an additional Fee.

### **Holiday/Vacation Care: (Service Provider # 555011046T):**

\$28.00 PER CHILD / PER SESSION \*Excursions/incursions will attract an additional Fee.

**Holiday Bookings must be cancelled a week prior to the Program start or full Fee will be charged – unless the place can be filled from the Waiting List. Payment in advance. No Refunds.**