

Parent Information Flyer for After School Care



Operating of Service

The service is managed by Red Cliffs East Primary School council. The Educational Leader is the Principal of Red Cliffs East Primary School.

The service is staffed by qualified child-care personnel. The Coordinator has a Diploma of Early Childhood Education and Care as well as Level 2 first aid, Anaphylaxis training and relevant food handling certificates.

The Service operates each school day from 3.15pm until 6pm.

For cancellations and extra sessions please call the school's Office 5024 1147 or text 0428177089.

If your child will not be attending on a day he/she has a regular booking, you MUST text or call the School before 10am on the day of care. Children can not notify the Coordinator of absences.



Fees

The session fee is \$30 per session per child. Once families are approved for CCS, your rebate can cover up to 90% of the fee (family income dependable).

Penalties apply for late collection : \$5 for each 10 minute period after 6pm.

Notification before 10am are free of charge.

Fees are charged fortnightly. An invoice will be printed and given to parents. Advice relating to current fees due is available from the Coordinator at any time. Fees can be paid via direct debit transfer by quoting the child/ children's names and invoice date

BSB: 033 249

Account Red Cliffs East Primary School: 188 361



Childcare Management System

Red Cliffs East After School Care is using the OWNA Childcare software system. A Parent app can be downloaded, please advise the Coordinator if you wish to use this and the Coordinator will provide log in details.



Service Goal

To provide an After School Care service to the Red Cliffs East School and Community that is financially viable



Enrolment and Booking

Children can attend Red Cliffs East Primary School After School care once an enrolment form is completed by an appropriate parent / caregiver. Enrolment forms are available from the School's office or the Coordinator. The form needs to be kept up to date and the coordinator notified if contact numbers change.



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Collection of Children

1. Signing out: Parents must advise the Coordinator that they are collecting their child. The parents must sign their child out of the service so that staff are aware of who is collecting the child and the whereabouts of children at all times. The sign out record is located on the bench on the right hand side at the back of the Multi Purpose room. Your child will be signed in by the Coordinator on arrival.
2. Late Pick ups: If you have not arrived to collect your child by 6pm, the Coordinator will attempt to contact you or a nominated emergency contact from the enrolment form. Parents will be charged \$5 for every 10 minutes after 6pm your child is left in care. If no contacts can be reached, the School Principal will be notified.
3. Being collected by a non- regular carer: If a person not known to the Coordinator is collecting your child, please advise the Coordinator in advance and ensure that the person collecting has got Photo ID on them so the Coordinator can verify their details. We would appreciate written permission from parents at least a day before where possible.

Health and Safety

All Staff are level 2 First Aid qualified.

If an emergency occurs that requires care beyond our means an ambulance will be called. Parents will be notified immediately.

We are unable to accept sick children into care as they may infect other children. If your child arrives at the service unwell, parents or emergency contacts will be phoned and the child is to be expected to be collected as soon as possible. If your child has an infectious disease, staff must be notified immediately.

If your child requires Medication, written notice advising dosage and medication time must be provided to the Coordinator.



Program / Menu

The Program is displayed on our notice board and is planned weekly with children's input and is based on children's needs, interests and developmental requirements. We program for children's individual needs whilst creating an all inclusive environment.

Our program includes multi - cultural activities, foods, games, art and craft activities as well as physical activities on the school grounds.

The service operates in the school's multi-purpose room. We have access to the Community Room where food related activities and afternoon snacks are provided. Children are provided with a variety of nutritious , healthy food for afternoon snack and individual dietary requirements are taking into considerations when food is being prepared.



Notices and Newsletters

Please look out for notices and the school's newsletter as they include important information that you will need to know about the service.