

## **Information for parents**

### **Before and After Kindy Care**

Before and after kindy care will continue to be run by qualified Coordinator at all times, with the required qualifications and experience. At full capacity there is a maximum of 11 children per staff member. The program will continue to be supervised by the Director.

It is inexpensive, will provide excellent care, and will give busy families an extra hour or two in their day, and help working parents with childcare. One of its major benefits is that it provides continuity of care in a familiar environment for children who require extended care.

Please return the booking form ASAP to the office if you are requiring before and / or after kindy care on a permanent basis. If you think you will require care on a casual basis sometime within the term then please complete a booking form and give it to the office also.

### **Hours of before and kindy care**

- Before Kindergarten 7.00am to 8.30am.
  
- After Kindergarten 2.30pm to 5.30pm.

Before and after kindergarten care is only available during the term at this stage and not available on public holidays.

### **Booking before and after kindy care**

Bookings can be permanent or on a casual basis. Bookings on a casual basis cannot be guaranteed and availability will be based on numbers of spaces available due to safety legislation.

As stated, bookings can be made by completing a booking form (attached) and returning this to the office.

Please try and arrange all bookings on a Tuesday, Thursday or Friday as this is when the office will be in attendance.

### **2016 Fees**

Morning session: \$15.00 permanent bookings +\$2.00 for casual bookings.

Afternoon session: \$18.00 permanent bookings + \$2 for casual bookings.

## **Payment**

Invoices will be emailed at the end of each fortnight. For permanent bookings an invoice can be generated for the whole term. Please let the office staff know what you would prefer. Please ensure that your payment is clearly marked payment for extended hours care. If paying by direct deposit please indicate payment is for extended hours care (Excare).

Invoices will be generated for non-attendance. Two weeks' notice is required for withdrawal from permanent bookings.

Account name: LCAQD - Centenary Christian Kindergarten

BSB number: 034-158

Account number: 270188

We issue receipts at the end of every term that parents can take to Centrelink, if they are eligible for any rebate. **Please note we are a Registered Kindergarten.** Please speak to centrelink for further information.

## **Cancellations**

Parents should notify the office in hours via phone (3279 3351) as soon as possible for any non-attendance.

## **What to bring**

Your child will need to bring:

- Their usual kindy morning tea and lunch. Please place this in the usual fridge.
- A snack for before and/ or after kindy care. This will be placed in the before and after kindy care fridge.
- Drink bottle.
- Sun Hat.
- Spare clothes (in addition to those spare clothes needed for kindy).

All should be clearly labeled with your child's name.

## **On Arrival (to before kindy care)**

### **Sign in**

The kindy rooms will be used for the before and after kindy care program. On arrival you will be required to sign the before and after kindy care sign in/ out sheet. This sheet will be found in the entrance to the room.

## **Where to put your child's belongings**

There will be a trolley labeled before and after kindy care where you can put your child's bag. Food for morning/ and or afternoon tea will be placed in the extended care fridge.

### **Transfer of your child to kindy room**

At 8.25am one of the before and after kindy care staff will assist your child to their kindy room and pack their belongings away. Before and after kindy care staff will let kindy staff know of any issues. Please note that if there are any issues or information you need to handover to the kindy teachers you will need to contact them in kindy hours- this is not the responsibility of the before and after kindy care staff.

The before and after kindy care staff will sign in your child on the kindergarten sign in sheet.

### **Transfer of your child (to after kindy care)**

At 2.25pm one of the kindy teachers will sign your child into the program and alert the program staff of their attendance.

Please note that any children not picked up from the kindergarten program by 2.40pm will be automatically signed into before and after kindy care by their teacher and you will be invoiced accordingly.

### **Pickup**

Pickup is no later than 5.30pm. You will be required to sign out your child on the before and after care sign in/out sheet- this is located at the entrance of the kindy room.

Late pickup will result in \$1 a minute being added to your invoice. Continual late pickups will result in cancellation on your enrolment. If a child has not been picked up within 15 minutes emergency contacts will be called.

### **Policies**

All the necessary insurances that protect the Kindergarten will cover the before and after kindy care program. All necessary approvals by the Office for Early Childhood Education and Care and Queensland Lutheran Early Childhood Services (QLECS) also apply to the program.

Before and after kindy care will follow the same policies as the kindergarten. Please refer to the kindy handbook for information on the following:

- Medication management
- Illness
- Complaints
- Incident reporting
- Food safety

## **Evaluation of the program**

The program encourages parents to view their opinions and suggestions. As we are continually seeking to improve our BAKC program, you will be asked to complete an evaluation at the end of the kindy year.

The kindergarten reserves the right to withdraw the service if parents do not follow cancellation procedures or if payments are consistently late.

## **Attachments**

- Booking form

Thank you for your support of before and after kindy care at Centenary Christian Kindergarten. If you have any questions about the administration of the program, please contact our Director, Jenny Male on 3279 3351.