INFORMATION SHEET 2014

Who: The Association operates an Out of School Hours Care Centre on school grounds. It was formed by a group of parents/guardians in 2001 in response to the needs of parents/guardians whose children attend Kensington Public School. The association is not for profit.

Where: The Centre is located in Kensington Public School grounds, across the hall from the staff room. Closest entry is on Doncaster Ave north, closest to Bowral St.

Hours: During School Term Only

Before School Care (BSC): 7.15am to 8.45am
After School Care (ASC): 3.00pm to 6.15pm

Bookings: You must complete a waitlist application form, these are available from the Centre or School office. This form will give staff the information needed to apply to be waitlisted, such as what hours you require care and your required start date (pleased be advised that this may not be possible depending on the centre’s current booking status) and any medical conditions your child may have. You will be contacted when a booking becomes available for your child. It is the parent’s responsibility to contact the centre if any of this information changes or extra days are required. If staff are unable to contact parents/guardians and emails and voice messages go unanswered the service will assume you no longer require the care and you will be removed from the waitlist.

Due to the minimal space and large demand for care a waitlist will be maintained at all times. The service expects that parents/guardians are understanding and follow protocol. No parent will be given priority over the others of the same circumstances and parents/guardians are advised that the centre does not tolerate parents/guardians becoming abusive, aggressive or applying pressure on staff in order to gain places in care.
Where parents/guardians are found to be abusive, aggressive or applying unnecessary pressure for places on staff, care may be denied to that family altogether.

Once you have been contacted by staff offering a booking you must complete an enrolment form for each child. Forms are available from the Centre. Completed forms must be returned to the centre along with payment of the $40.00 registration fee (includes GST). This fee will cover your family's membership for a year and will not be refunded. This membership fee is only required when you have been advised that a place has become available for your child.

**Fees- Permanent bookings:**
- **Before School Care** $11.00 per child
- **After School Care** $16.50 per child for After School Care, $15.50 per child for more than one Child.

**Casual bookings:**
- **Before School Care** $11.00 per child
- **After School Care** $18.50 per child

**Capacity:** The centre presently caters for 35 children per morning and 75 children per afternoon. Bookings will be taken on a first come basis, however priority is given to existing bookings who wish to re-enrol for the following year and must follow the priority of access guide outlined below.

**Service access:** The service is approved and therefore must follow the Australian governments’ priority of access guide where access will be given as follows:

- First: A child at risk
- Second: A child of a single parents/guardians who meets the work training study test/ a child whose parents/guardians meets the work training study test.
- Third: Any other Child

Within these categories priority will be given to:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold of $41,902 for 2013-2014, or who or whose partner are on income support
- Children in families from a non-English speaking background
- Children in socially isolated families
- Children of single parents/guardians

**Benefits:** Parents/guardians who have been assessed and qualify according to the Family Assistance Office (FAO) guidelines may claim Child Care Benefit (CCB) towards the daily fees charged by the centre. Please note that it is the parent/guardians responsibility to contact the FAO and have them assess you for CCB. Most families are entitle to the Child Care Rebate (CCR). This is not means tested and is a rebate of 50% of all out of pocket expenses. The centre strongly encourages parents to have their CCR sent directly to the centre as a fee reduction.
Meals/ Activities: All children are served breakfast during BSC and a nutritious snack during ASC at no extra cost. Please advise staff if your child has special dietary requirements. Parents/guardians are asked to provide food to their child if they are unwilling to eat the food provided or if they require more than a snack portion. All art and craft materials, games and sports equipment and experiences will be provided by the Service.

Medical conditions: The service endeavours to ensure inclusive practices. It is the parent’s/guardian’s responsibility to outline any medical conditions or additional needs your child might have in the application for waitlist form. This information is to assist the service to make appropriate assessment and arrangements to ensure there is a smooth transition into care and to ensure risks associated with medical conditions can be identified and minimised. Where children have life-threatening medical conditions such as asthma, anaphylaxis or diabetes parents/guardians are required to consult with the Service Director or senior educators prior to the commencement of care. Parents/guardians must provide a medical care plan or medical action plan, prepared by the child’s doctor. All prescribed medication set out in that action plan needs to be provided. All medication must include the child’s name, correct dose and the expiry date stated clearly on the bottle. Parents/guardians must meet with the Director or senior educators to complete a risk minimisation and communication plan. The service is very strict with such processes as per service policy and Education and Care Services National law and regulation. If the outlined process are not followed you will not be able access care.

Our Invitation: We invite you to speak with our educators or Director and take a tour of the Centre before enrolling your child/ren. Our experienced staff are happy to answer any queries you might have. Our contact details are listed above, please leave a message if you call out of hours.

We look forward to welcoming new enrolments.