

1. AIM OF PROGRAM

- * To provide high quality, affordable and accessible child care and recreational programs for children attending Coburg Primary School.
- * To involve parents and community members in the planning, implementing, managing and evaluating of a service to meet the needs of local children and families not being met elsewhere.



2. ENROLMENT PROCEDURES.

Enrolment Forms must be completed before a child can be accepted into the program. Enrolment forms can be collected from the Co-ordinator or the School Office and on completion returned to the school. Any changes to your child's attendance should be conveyed to the co-ordinator on 93503959 or the School office on 9354 9332.

Parents wishing to enroll their children must complete a separate enrolment form for each program and child. Parents will also need to go to their nearest Centerlink Office to register for Childcare Assistance.

The enrolment form must include all appropriate emergency contact information in addition to the usual enrolment details.

Parents will be provided with a copy of Information Brochure and the Before/ After School Program Policy.

Parents must inform the Coordinator in person or by phone when booking in children if they will not be collecting their own child/ children.

Program staffs are unable to sign children out to any body other than the parent. It is the parent's responsibility to inform the Coordinator of the name of the person that will be collecting your child/ children.

3. OPERATING TIMES.

BEFORE SCHOOL CARE: is available from 7-8:45am Monday to Friday during the school term.

Children are to be signed in by parents at the Before School Care room. Staff members will escort children to their appropriate school at 8:45am.

AFTER SCHOOL CARE: is available from 3:30 - 6pm Monday to Friday during school term.

Grade Prep - 2 children from Coburg Primary School are collected in the Junior school hall and then brought over to the After School Care room on the Senior site by two staff members. Grade 3 - 6 children from Coburg Primary School are supervised by the teacher on yard duty until the program staff returns from collecting children.

Children who are within the school Disability and Impairment program may participate in the program, providing the staff and the facilities are adequate to accommodate their particular needs.

The program operates at the above times unless varied by school council.

4. FEES AND PAYMENT

The Before School Care Program is
\$7.00 Permanent Care
\$7.50 Casual Care per child per Session.
Breakfast is available.

The After School Care Program is
\$11.00 Permanent Care
\$11.50 Casual Care per child per session.

Childcare assistance is available from centerlink, application forms may be obtained from the program co-ordinator.

Invoices will be issued **Fortnightly**.
Payments must be made within 7 days of the Invoice date.

Fees are to be put in an envelope with your child's name on the front and placed in the locked box, which is located above the sign out books. Receipts will be left in the same location.



5. LATE COLLECTION OF CHILDREN.

1. The following procedures will apply
2. Parents must telephone the Coordinator if they are going to be late.
3. **A fine of \$2.00 per minute after closing time will apply.**
4. The program Coordinator will make every attempt to contact the emergency contact person nominated by the parents, however, if the child has not been collected by 6.15pm, the coordinator will contact a representative from the Management Committee to come and take care of the child.
5. The program's first concern is for the well-being of the child, therefore in the exceptional circumstances where a parent has not collected the child by then the Department of Human Services or the Police will be contacted.
6. Parents who are habitually late may be asked to make alternative Child Care Arrangements.

6. BEHAVIOUR/SCHOOL POLICY.

The children attending the Before and After School program can expect to enjoy the same rights, and to accept the same responsibilities as they do whilst at school. Children are expected to follow the school rules. At all times consideration will be shown to others.

All property will be respected, and the school facilities, including buildings, grounds, gardens and equipment will be cared for.

Children will be informed of the consequences of their behavior.

INFORMATION BROCHURE

BEFORE AND AFTER SCHOOL CARE PROGRAM

COBURG PRIMARY SCHOOL
No. 484
BELL STREET, Coburg

TELEPHONE No. 9350 3959

Principal: Jenny Strachan

Co-ordinator: Luke Morrow

Assistance: Ilana Lyngcoln
Brett Wilson

Occasional relievers will be used when the co-ordinator and or the assistant are absent.