AFTER SCHOOL CARE

Mount Annan Christian College is pleased to offer After School Care for our students in Kindergarten – Year 6. The purpose of this service is to support our parents as well as to provide a safe and happy environment for our children.

The After School Care program is available from 2:50pm - 4:30pm & 2:50pm - 6:00pm on school days only. The latest that a child can be picked up is 6.00pm and a booking must be made before the date with College Administration. Parents need to be aware that penalty rates are incurred for late pick ups.

In the afternoon when the children are dismissed from class they will go directly to the After School Care room where they will then be signed into the After School Care program for the afternoon and must be signed out by one of the adults designated in the enrolment form.

The program will incorporate the provision of a snack in the afternoon. They will be given a range of choices for each session, for the purpose of providing structure, without focusing solely on school work. We endeavour to make the activities enjoyable for each child allowing them to be creative and expressive.

AFTER SCHOOL CARE TIMETABLE

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<tr>
<th>TIME</th>
<th>HALF AFTERNOON</th>
<th>FULL AFTERNOON</th>
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<tbody>
<tr>
<td>2:50pm</td>
<td>Sign In &amp; Afternoon Tea</td>
<td>Sign In &amp; Afternoon Tea</td>
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<tr>
<td>3:10pm</td>
<td>Activities &amp; Homework</td>
<td>Activities &amp; Homework</td>
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<td>4:00pm</td>
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<td>4:30pm</td>
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<td>6:00pm</td>
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As our After School Care program is an extension of the services provided by the College all of the normal policies as outlined in the conditions of enrolment apply. In addition, the following policies also apply to our After School Care Program:

**ENROLMENT AND BOOKINGS**

We have a maximum of 45 places available under the guidance of qualified staff members.

Places are strictly limited and are allocated on a first in, first served basis using the date that the enrolment form is received.

There is a one page enrolment form on the last page of this booklet. Additional forms are available from the main reception of the College. This form must be completed prior to the child starting the program to ensure that we have all the relevant information.

The enrolment form plus the deposit can be returned to College Administration either in person or by posting it to Mount Annan Christian College, PO Box 7039, Mount Annan NSW 2567.

The College Registrar will contact you to confirm your enrolment in this program.

You will need to inform your children and their teacher that they will be attending the After School Care program, particularly in the first few days of attendance until they are used to finding their own way between class and the facility.

For all enquiries, please contact the College Registrar.

**PAYMENTS**

Payments for the After School Care Program must be made either on a prepaid basis or on a 14 day invoice. These payments can be made in person at the College Reception, online, or via telephone. The College Reception closes at 4:00pm each day. Specific terms and conditions regarding payments are outlined overleaf and must be adhered to otherwise the After School Care enrolment may be terminated without notice.

**HOMEWORK**

Parents wishing their children to complete their home work during this time are encouraged to discuss this with the staff and their children. The completion of daily homework is encouraged however children will not be forced by our staff to complete homework. Individual tutoring by the School Care staff is not possible but staff will ensure that all children will be assisted if need be whilst they are also supervising other children.

**SAFETY AND CARE OF CHILDREN**

Your child’s safety is of the utmost importance. We therefore request regular updates of the following information as circumstances change:

- Emergency contact telephone numbers
- Medical information
- Persons authorised to collect your children from After School Care
TERMS & CONDITIONS

It is a requirement for all parents enrolling their children in the After School Care program at Mount Annan Christian College, to agree to and comply with the following terms and conditions. Please read them carefully:

1. Mount Annan Christian College After School Care is run under the umbrella of the College and all the normal College policies apply.

2. After School Care is only available for Children in Kindergarten – Year 6.

3. All College and After School fees are required to be kept up to date.

4. After School Care fees are due and payable fortnightly, upon statement.

5. Overdue fees will incur a “First Reminder Letter” and an administration fee of $50. If payment has still not been made by the due date a “Final Reminder Letter” will be sent and an administration fee of $100 will be charged. This “Final Reminder Letter” gives parents seven days’ notice for payment, after which your child’s enrolment in the After School Care program will be reviewed and may be terminated.

6. Parents with overdue College fee accounts must seek approval from the Principal, Bursar or their representatives to enroll in the After School Care.

7. Additional charges for late pickup, late payment or special events must also be paid by the due date.

8. Payment must be made for all permanent days your children are enrolled regardless of actual attendance, including public holidays. This is because the staff running the programme still need to be paid on public holidays.

9. After School Care Fees may be subject to change at the beginning of each term in line with the cost of running the facility.

10. All parents are required to give 2 weeks notice or payment in lieu to cancel an enrolment.

11. All parents must write their name in and sign the attendance register when children are collected.

12. All absentees must be notified by the parent to Student Admin, giving at least 2 hours notice prior to the scheduled start time.

13. All children must be collected by the agreed time each day. If your child is booked in until 4.30pm and is not collected by this time you will be charged for a full afternoon’s care. All parents need to be aware that failure to collect your children before 6.00pm may result in forfeiture of their position in After School Care. A late pickup charge of $20.00 per child, per 10 minutes for Permanent and Casual bookings is payable after 6pm.

14. The casual care rate must be paid if your children attend on a day on which they are not permanently enrolled.

15. The fees for After School Care are flat rates and apply regardless of the duration of the stay in the After School Care program.

16. All parents agree to permit the After School Care staff to administer first aid to their children as the staff deem appropriate.

17. A 5% discount will apply to families who pay a Terms fees in advance.

18. We reserve the right to deny enrolment to students without notice.
### AFTER SCHOOL CARE

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<td>Fees Per Child Per Day</td>
<td>$14.30</td>
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<td>Family Rates Per Day Capped at</td>
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<td>Late Pick Up Per Child Per 10min after 6pm</td>
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After School Care fees are due and payable fortnightly, upon statement.

Payment can be made by cash, Visa, Mastercard, or direct debit via College’s main reception area. B-Pay details are included on fortnightly statements for online payment.

*Permanent is for a minimum of 4 weeks*
2016 AFTER SCHOOL CARE ENROLMENT FORM

Mother / Guardian.............................................................................................................................

Name: ................................................................................................................................................

Address: ............................................................................................................................................

..........................................................................................................................................................

Work Phone: .....................................................................................................................................

Home Phone: .....................................................................................................................................

Mobile: ..............................................................................................................................................

Father / Guardian................................................................................................................................

Name: ................................................................................................................................................

Address: ............................................................................................................................................

..........................................................................................................................................................

Work Phone: .....................................................................................................................................

Home Phone: .....................................................................................................................................

Mobile: ..............................................................................................................................................

Children Enrolling | Grade | Days Enrolled (please circle) | Half Afternoon / Full Afternoon / | Permanent / Casual |
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Medication / Allergies / Special Needs: ..........................................................................................
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Hobbies or Interests: .........................................................................................................................
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Emergency Contact / Pickup

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Children will only be released into the care of people listed on this form, unless prior arrangements have been confirmed.

I give permission for my children to attend After School Care at Mount Annan Christian College. I have read the terms and conditions and agree to comply with them.

Signature: .................................................................................................................................

Signature: .................................................................................................................................