

Burgmann After School Care Enrolment Information 2010

Before School Care	After School Care
<p>BEFORE SCHOOL CARE IS NOT AVAILABLE AT BURGMANN</p>	<p>Hours of Operation: 3:00 pm to 6:00 pm (School holidays and Public Holidays excluded)</p> <p>Fees: \$20.00 per day permanent booking \$22.00 per day casual booking</p>
<p><u>PERMANENT BOOKINGS</u></p> <p>Please ensure that you mark the required days of care correctly on your enrolment form. Payment is required for all bookings unless one week's notice is given to the Director.</p> <p><u>CASUAL CARE</u></p> <p>Care is available on a casual basis if a place is available. Bookings must be made prior to 12 midday on the day care is required for After School Care bookings. This can be done by phoning the Director at Burgmann Anglican school on 0450 840 336. Payment is required for all bookings unless one week's notice is given to the Director.</p> <p><u>CANCELLATIONS</u></p> <p>One week's notice is required in writing to cancel a permanent booking. Payment is required for all days enrolled Permanent or Casual. In the event that you do not use your booked days (due to changed plans, sickness etc), you are still required to pay for your booking unless one week's notice is given to the Director.</p> <p><u>ENROLMENT FEE</u></p> <p>An enrolment fee of \$30 will be charged to your account at time of enrolment.</p>	<p><u>FEES/ACCOUNTS</u></p> <p>Accounts are created two weeks in arrears and are mailed/emailed out fortnightly. All accounts must be paid in full by the end of the account period indicated on your statement.</p> <p>If you are unable to make the payment, please contact the Client Service Team to make alternative arrangements.</p> <p>For security reasons no payments are accepted at our School Age Care Programs.</p> <p><u>METHODS OF PAYMENT</u></p> <p>We have facilities to accept payments by</p> <ul style="list-style-type: none"> • direct debit • direct deposit • credit card • Eftpos • Cheque/Money order <p>Payment forms are available from the Director or by downloading from our website on www.commsatwork.org.</p> <p>Payments may also be made by posting a cheque or money order to Ngunnawal Childhood Centre, Wanganeen Ave, Ngunnawal ACT 2913 or by phoning 6241 0203 to use your credit card.</p> <p>All account enquiries should be directed to the Ngunnawal Administration on 6241 0203.</p> <p style="text-align: right;">Continued</p>

SUN PROTECTION

Communities@Work Programs are SunSmart services. We implement a **“No Hat, No Play”** rule from August to May. Children are only allowed outside wearing a “wide brimmed” hat, “legionnaire style” hat or “bucket style” hat and **clothing that covers their shoulders**. No singlet’s please.

BEHAVIOUR MANAGEMENT

The Burgman After School Care staff will work with the families to positively guide children’s behavior at the service. Our behaviour management policy combines positive reinforcement of good behaviour and relevant consequences for inappropriate behaviour. We do, however, reserve the right to cancel a child’s booking (in consultation with parents/guardians) when their behavior continually threatens the positive and safe environment of the Program.

COLLECTION OF CHILDREN

Children will only be released to adults nominated on the enrolment form. The attendance sheet **MUST** be signed when collecting children at the end of the afternoon.

FOOD

We provide a nutritious snack for children attending the After School Care Program.

EXCURSIONS

The costs of any excursion are extra. Parents will be notified in advance and must give written permission or sign a permission note.

LATE PAYMENT OF FEES

If fees are two weeks in arrears a letter will be issued requesting the account to be paid in full within seven days. If no contact or payment is made, care will cease.

LATE FEE

A late fee of **\$20.00** per child for every 15 MINUTES will be charged for children picked up after 6.00pm. Please ring the program if you are going to be late.

ASSISTANCE WITH FEES

Child Care Benefit is available in the form of a subsidised fee. Assessment is available by application to the Family Assistance Office on 13 61 50

All children not claiming Child Care Benefit as a fee reduction will be charged a contracted amount of \$20.00 per afternoon according to the days of care nominated on the enrolment form, or \$22.00 if enrolment is on a casual basis.

Child Care benefit is payable for up to 41 absences per calendar year. Days for which a medical certificate is provided are not added to this total. If your child’s absences exceed the 41 day limit, you will no longer be eligible to receive Child Care Benefit for any further absences.

SCHOOL AGE CARE OFFICE HOURS

9.00 am - 11.30 am

Phone: **6241 0203**
Fax: **6241 0205**
Email: burgmann@commsatwork.org
Website: www.commsatwork.org

Payment can also be made at:

**Ngunnawal Child Care and Education
Centre
Wanganeeen Avenue
NGUNNAWAL ACT 2913**