

# Wahroonga After School Care Centre Incorporated

P.O. Box 489, Wahroonga, N.S.W 2076

Phone: 0248 914 394



Welcome to a new year with the Wahroonga After School Care Centre! We are sadly farewelling our Year 6 kids, but warmly welcoming new families to the centre, particularly kindergartners! Please find some helpful information below to guide you through the enrolment process.

**For the year commencing 2021, enrolments will be completed online. Please log on to our website ([wahroongaoutofschool.com](http://wahroongaoutofschool.com)) from 9am Monday 2<sup>nd</sup> November 2020.**

## Some Important Information about the Centre

### Centre Contact Details:

Nominated Supervisor: Linda Russell

Educational Leader: Verity West

Phone: 0428 914 394

Email: [Linda.Russell11@det.nsw.edu.au](mailto:Linda.Russell11@det.nsw.edu.au)

: 0419 895 455

Website: [wahroongaoutofschool.com](http://wahroongaoutofschool.com)

### Hours of Operation:

Before School Care: 7am – 9am

After School Care: 3:15pm – 6:30 pm

Vacation Care: 7am- 6:00pm

### Fees & Charges:

	Permanent Booking	Casual Booking
Before School Care	\$9.00	\$11.00
After School Care	\$18.50	\$20.50
Vacation Care	\$55.00	\$60.00

### Non-refundable enrolment fee - \$50.00 per child per year

Your child or children must be re-enrolled at the Centre each year. A non-refundable enrolment fee is payable for each child enrolled at the Centre. This fee is applied to the cost of improvements to the Centre's facilities, administration costs associated with the enrolment process and your family's membership to the Wahroonga After School Care Centre Inc. (the body which provides the service).

### Payment of Fees

Fees are payable in advance of the care being provided. There is an option to pay by direct debit, electronic fund transfer or cash at the centre. Further details regarding fee payment can be found in the Financial Management Policies (accessible on our website under 'Guidelines').

- Casual bookings are taken 48hrs in advance and fees are payable on the day of care.
- Bookings and enrolment for Vacation Care will not be accepted if term fees have not been paid.

## **Wahroonga After School Care will:**

- Acknowledge and value the parent's input as the most important member of the team working with each child.
- Provide support for each child and family within the Centre's resources and philosophy.
- Review, if requested, with each parent all the options the service can offer your family.
- Provide information to the parent about The Parent Committee and how to be involved.
- Be available to discuss all relevant Centre guidelines (e.g. child management and protection).

## **Responsibility of Parents Using the Centre:**

- To provide the correct documentation to complete the enrolment (birth certificate, immunisation, allergy and action plans).
- To sign your child **in and out** of the Centre every session. This is a legal requirement to ensure our duty of care requirements is being met.
- If your children will not be attending a booked session, notify the Centre before the session begins. This ensures that educators do not spend time searching for your child because they have not presented themselves for roll call. If we are aware of your absence, we can temporarily offer a place to a family in need.

## **Refreshments:**

- Your child will be provided with equivalent to 2 pieces of toast and a drink in the morning before 8.30am.
- Afternoon tea will be provided. A snack of fruit or vegetables will be available on arrival from 3pm. Afternoon tea will be served at 4.30pm. Each day we alternate between sandwiches and a small serving of a "menu" item such as pasta, sushi or stir fry.
- If you would like to know exactly what is on offer please look at the menu which is on display in the kitchen or on our website.
- Cold water is always available.

## **Child Care Subsidy:**

- Child Care Subsidy is available to all eligible families.
- **We strongly suggest you register ([www.humanservices.gov.au](http://www.humanservices.gov.au)) before enrolment as claims may not be back dated.**

## **Centre management:**

- The Centre is owned by a not-for profit incorporated association and assisted by a Parent Committee. A small part of your enrolment fee is applied to your family's membership of the association.
- If you have any enquiries about the management, or would like to be involved as a member of the Parent Committee, please let our Centre Co-ordinator, Linda, know.