



The Summit After School and Vacation Care

INFORMATION SHEET

*Welcome to The Summit After School and Vacation care Centre.
The centre provides After School and vacation Care.
The following information is provided to familiarise you with our Centre. Please feel free
to call us if you have any questions concerning your child's enrolment.*

Hours of Operation

The Summit offers afternoon sessions only, Monday – Friday. Hours are 3.00pm – 6.00pm, during the normal school terms.

Vacation Care is open during school holidays and pupil free days. Hours are from 7:30am – 6:00pm Monday to Friday.

The Staff

A caring team of people with a range of experiences staffs the centre. Please feel free to talk to the staff about your child and any concerns that you may have.

Enrolment

School age children aged between 5 – 12 years are accepted.
Children must have started school up to and including year 6.

Childcare Benefit (CCB)

Childcare Benefit is available from Centrelink and is dependent on estimated gross family income. Please contact Centrelink to find out if you are entitled to a CCB%, and we will calculate your fees based on that percentage.

Fees

We require fees being paid two weeks in advance. Please see the Office to make an arrangement for payment in weekly, fortnightly or monthly instalments. People paying fees by instalment must do so on a regular basis and fees must always be paid in advance. Payments may be made by cash, cheque or credit card. Credit card will be accepted over the phone during office hours (8.30-3pm). Fees may be placed in an envelope and put into the Fees Box provided near the Office. Mark the envelope with the date, the child's name and the amount paid.

After School Care Fee Policy

From January 2010 After School will be Permanent Bookings. Therefore the normal fee will be charged regardless if your child attends.
You must notify us if your child will not be attending or a \$5 fee will be incurred, if we turn up the school to pick them up and they are not there.

If you require casual days only the charge will be \$28 per afternoon.

Vacation Care Fee Policy

To confirm your child's position for Vacation care, all Fees and excursions must be paid in advance.

No refunds will be given if your child misses a session for any reason.

Terminating Care

Families are required to give two weeks notice in writing when terminating their child's placement.

Late Fees

These will be charged at the rate of \$25.00 every five (5) minutes you are late picking your child up after 6.00 pm. Please note that we are only licensed until 6pm, so our insurance does not cover anyone after that time.

Program

The Summit offers a program of activities tailored to school age children. Please ask to see our program folder.

Requirements for After School Care

- ❖ A backpack to hold belongings.
- ❖ A sun hat
- ❖ A healthy afternoon tea is provided by the centre – e.g. fruit/veg/low salt/low sugar recipes etc

Requirements for Vacation Care

- ❖ A backpack to hold belongings.
- ❖ A sun hat
- ❖ Morning Tea
- ❖ Lunch
- ❖ Afternoon Tea
- ❖ Drinks

Please label all of your child's belongings carefully.

Illness

In order to protect your child and other children, please do not send a sick or infected child to the centre. If you are in doubt, phone your doctor or the Director for advice. The Director may exercise his discretion and request an unwell child to be sent home.

Medication

Staff will administer medication if required. The parent/guardian must first provide the relevant information to the Director or teacher **and sign a Medication Authority form**. Medication **MUST** be handed to a staff member for safe storage.

General Information

Details of routines and programs will be discussed with you on enrolment.

Please discourage children from bringing toys and games from home to the Centre. They are so easily lost or broken and it is impossible for staff to keep tabs on every item brought into the Centre.