

# A Club For Kids

Where kids can be kids.....

## Parent Handbook 2024

A Club For Kids  
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# Welcome to A Club For Kids

*At A Club For Kids, we value each child as an individual and recognise their unique interests, talents and abilities. Our Educators give guidance and freedom to the children to learn through play to expand on each child's creativity and build on their independence. Our programs encourage children's passions and interests by providing a range of activities and experiences of their choice. The Educators of A Club for Kids strive to create a secure, safe and enjoyable environment for all children and families who come through our doors.*

Welcome to A Club For Kids. Please read this book carefully as the information within will help settle your child into our service. Any questions you may have that have not been answered in this book please do not hesitate to ask one of our Friendly Supervising officers.

At A Club For Kids we are committed to following the National Quality Framework, which includes the Education and Care Services National Law Act 2012, and the Education and Care Services National Regulation 2012. These Regulations are the requirements for all child care centres in Australia as established by the regulatory authorities.

## Our Story

A Club For Kids was opened in 2015 at St Lawrence Primary School by one of the school's long standing Teaching Assistants. After working at a local OSHC centre and seeing a need within the community for a new vibrant centre Courtney Leigh endeavoured to create a fun, relaxing and safe place for all school aged children and their families.

# Opening Hours

A Club For Kids runs Before and After school care and Vacation care.

Before School Care: **7:00am - 8:45am**

After school Care: **2:45pm - 6pm**

Vacation Care: **7:00am-6pm**

A Club For Kids closes at 6pm please ensure your child is picked up by 6pm or a late fee of \$25.00 for the first 10 minutes then \$2.00 per minute after 6pm will apply. If you are running late, please contact the supervising officer before 6pm and advise them of your arrival time.

The centre is open 49 weeks of the year closing between Christmas and New Year. These Christmas closure times will vary depending on family needs.

## Before School Care

A Club For Kids runs BSC (Before School Care) from 7:00am until the start of school Monday to Friday during the school term. In the mornings, children are dropped off and signed in by a Parent/Guardian. Your children are offered breakfast with a choice of cereal or toast with toppings. BSC has a cost of **\$29** per morning per child.

## After School Care

A Club For Kids runs ASC (After School Care) from the end of the school day until 6pm Monday to Friday during the school term. In the afternoons children are picked up from their school by one of our Educators and taken back to the centre where any homework that is given will be completed. A light snack and fruit will be provided to the children for afternoon tea. Once children have finished afternoon tea and their homework they have a choice of that day's activity (art, play dough, sport, imaginative play etc) or free play. The cost of ASC is **\$38** per child per afternoon.

# Vacation Care

Vacation care runs during the school holidays Monday to Friday 7:00am until 6pm.

During Vacation care light snacks and fruit are provided for Morning and Afternoon tea on occasion when noted lunch will be provided. During school holidays A Club For Kids go on excursions 1-2 times a week. On our excursion days children need to be at the centre by 9:30am and will return by 3pm. Some of our excursions include Laser tag, Timezone, the cinemas, nature playgrounds etc.

When the children are at the centre they can choose from a variety of art activities, board games and other activities. Vacation care costs **\$100** per day per child.

## Contact

The supervisors are contactable during centre hours on the centre mobile **0400 148 533**. I am also contactable all hours on **0400 148 533** or via email at [acfkkyilla@gmail.com](mailto:acfkkyilla@gmail.com) Any emails or voice messages left will be seen as soon as possible.

## Enrolment Procedure

We have an online enrolment system OWNA which can be accessed by emailing [acfkkyilla@gmail.com](mailto:acfkkyilla@gmail.com). All parents are welcome to come into the centre to get help with the enrolment process.

# Fees and bookings

Before School Care - \$29

After School Care - \$38

Vacation Care - \$100

We are fully supported by the government rebates.

Fees are directly debited every Tuesday. Families will be provided with a statement of fees charged by the service that will be provided to all families (Regulation 168). Failure to pay unpaid fees may result in debt recovery action being taken and discontinuation of care for the child unless the family has initiated a repayment schedule for the unpaid fees with the Nominated Supervisor.

Payments are made via direct debit using FatZebra

# Supervision and Staff

A Club For kids educators and managers maintain a high level of supervision for the children at the centre. The educator to child ratios of 1:10 will be strictly followed at our service.

Before School 1:10

After School 1:10

Vacation Care 1:10 at the centre

Vacation Care 1:10 Excursions

Vacation Care 1:8 Low risk water activities

There will always be an educator with a First Aid, Asthma and Anaphylaxis Qualification at the centre at all times. All OSHC educators have a current Working with Children check along with a National Police Clearance.

# Signing In and Out

Accurate attendance records must be kept and checked each day, whoever drops off or collects the child to the centre is required to sign the child's times of arrival and departure. If your child is absent from the centre 24 hours notice must be given or full charges will apply.

Our main concern is the safety and welfare of your child, and will therefore if your child is being picked up by anyone other than yourself please let us know by writing or telling us in person telling us their first and last name and their drivers licence will be checked.

We look forward to  
seeing you soon!!