

ARANDA AFTERS ASSOCIATION INCORPORATED

(AAA INC)

Outside School Hours Care Program

PARENT/CARER INFORMATION AND CONDITIONS OF ENROLMENT BOOKLET

2009

Please keep this booklet in a safe place as it contains the conditions of enrolment and important information about the Afters Program and Procedures.

Signing your enrolment form indicates you have read and understood the conditions contained in this handbook.

For up to date information on Fees and charges and changes to policy and procedures please contact the Director.

Name:

TABLE OF CONTENTS

SECTION	PAGE
Absences	12
Active After School Communities	11
Afternoon Tea	11
Afters Routine	20
Afters Rules	21
Aims & Centre Philosophy	4
Changes to Enrolment Details	9
Child Care Benefit	14
Collection of Children	10
Collection of Children - Sick etc	10
Custodial Parent Arrangements	10
Damage to property	11
Enrolment	9
Enrolment Advance	13
Enrolment Fee	13
Fee Table	14
Fees and Payment of Fees	13
First Aid	11
General Information	3
Grievance Procedure	15
Hats and Jumpers	12
Immunisation	9
Infectious Illness	10
Insurance	9
Legal and Statutory Obligations	8
Management of the Association	6
Medication	11
Notes on quality Assurances	5
Other After School Programs	12
Over Due and Outstanding Accounts	13
Parent Responsibilities	8
Personnel	7
Privacy	15
Program Philosophy	16
Special Needs / Allergies / Medication	9
Standards of Behaviour	10
Summary of Enrolment details	22
The Program and How it works	17 - 19

GENERAL

The Aranda Afters Association Incorporated Program ('the Program') consists of:

After School Care and School Holiday Care

Providing year round quality not for profit outside school hours care for primary school age children.

The Program is operated at:

Aranda Primary School

Banambila Street, ARANDA ACT 2614

Mailing Address: PO Box 426, JAMISON ACT 2614

Phone: (02) 6205 5985 Mobile: 0410 620559 Fax: (02) 6205 5989

Email: aaainc@bigpond.com

Afters School Care	Years: K - 6	3:00pm - 6:00pm
School Holiday Care	Years: K - 6	8:30am - 6:00pm

RESOURCES

The buildings are rented through Aranda Primary School.

The equipment is purchased and maintained through the Program's budget (provided by the Treasurer on behalf of the Management Committee).

SOCIO-CULTURAL ENVIRONMENT

The members of our community come from a range of ethnic backgrounds.

LOCAL COMMUNITY DEMOGRAPHICS

The majority of the community is families where both parents are employed along with other smaller demographic groups.

INTER AGENCY LINKS

AAA Inc is supported by

A.C.T Office of Child Care

QIAS/NCAC

Australian Sports Commission - Active After School Communities Program

Aranda Primary School

ACT Inclusion Support Agency

AIMS

At Aranda Afters we aim to provide good quality, affordable care to all who seek it, in a warm, happy, safe, relaxed, friendly, interesting and caring environment.

OUR CENTRE PHILOSOPHY

We believe our aims are achieved when

- The children can choose to engage in balanced, fun and interesting developmentally appropriate activities and play or choose not to.
- The children receive tasty healthy food in a timely manner
- The children are encouraged to follow safety guidelines, show respect and self discipline.
- Their leaders are consistently good role models, who interact with the children, show and encourage respect and self-discipline, honesty and compassion and communicate well with each other, children and parents.
- There is an underlying order to the program.
- The interest and involvement of all in the Afters community is encouraged by ensuring lines of communication are open, honest and ongoing and that important information is given to all stakeholders in a clear and easy to understand manner
- Everyone is being listened to and their needs are respected.
- Everyone strives for a safe, clean and tidy environment.
- The program is run as efficiently and cost effectively as possible by the Committee, Staff and community in consultation, to reduce unnecessary costs and waste of resources.

Notes on Quality Assurance

Accreditation is an ongoing process which assures parents that they are receiving the best possible childcare and that they will be able to claim childcare benefit.

Although Childcare benefit will continue to be funded by the government, there will be no extra funding available directly to centres to put these quality practices in place (or as in our case fine tune and prove that we are doing them). Additional equipment, training and paperwork will be a major part of this process.

Staff will continue to receive the same award conditions and salaries although there will be a higher expectation of performance under the quality practices guide.

The contributions of families and children are vital to this process - feedback on all aspects of our program is required and encouraged - this is your Centre/Program and your opinion matters. Please speak to Senior Staff about the ways in which you can contribute including: Joining the Committee, reading policies and Handbooks, assessing procedures, feedback on programs and menus through surveys etc.)

To establish and maintain a high quality program Afters planning is focused around the following overriding criteria as advised by the National Childcare Accreditation Council. For more information visit www.ncac.gov.au

THE EIGHT QUALITY AREAS

Relationships with children

Staff interactions and relationships with children

Partnerships with families and community links

Programming and evaluation

Play and development

Health nutrition and well being

Protective care and safety

Managing to support quality

MANAGEMENT OF THE ASSOCIATION

The Program is licensed by the ACT Government, and is registered with the National Child Care Accreditation Council for Quality Assurance Accreditation and with Centrelink for Child Care Benefit. Senior staff are experienced and qualified Child Care Workers.

AAA Inc is a fully accredited, not-for-profit organisation, managed by a volunteer Parent Management Committee ('the Committee') which employs a Director and Senior staff and Book Keeper, to manage the centre and run the program on a day to day basis on their behalf. The Director employs all other staff members in consultation with the committee.

All parents with children enrolled at "Afters" are automatically members of the Association. The Association is unable to legally operate without a fully functioning Committee. An Annual General Meeting is held early in each school year, at which time office bearers and committee members are elected.

Committee meetings are held each month at Aranda Primary School. The day and time are negotiable and are decided by the current Committee. Currently the second Thursday of the month. All parents are welcome and encouraged to attend committee meetings. Notices of meetings are published in the 'Afters News' section of the school newsletter and on noticeboards at Afters.

COMMITTEE RESPONSIBILITIES

All major decisions are considered on and decided by the Committee. The Committee is responsible for setting policy and procedures with regard to the following:

Staffing and Wages	Equipment Purchase
Payment of Rent	Tax
Rental Agreements	BAS statements
Licensing Conditions	Insurance
Quality Assurance	Superannuation
Work Cover	Audit Preparation
Child Care Benefit Paperwork	Behaviour Management Issues
Liaison with the School	Debtors
Developing and Reviewing Policy	

A full copy of Aranda Afters policy document is available for borrowing and all recommendations will be considered at Committee Meetings. Please speak to the Director if you would like to borrow the policy documents

This year the Committee is represented by

President: Stephen McAlister	Vice President: Rachel Eggleton
Secretary: Karen Greenland	Assistant Secretary: Julie Dougherty
Treasurer: Matthew James	Assistant Treasurer: Erica Lejins
Staffing Officers: Catherine D'Cruz, Kylie Barker	

PERSONNEL

Afters is managed on a daily basis by the following staff

Director: Louise Hynes

Assistant Director: Verna Galvin

Main Centre Co-ordinator: Ben Stokes

Afternoon Tea Coordinator: Carmel Pham

Program Co-ordinator: Sara Fry

Book Keeper: Rosalie Beck

Child Care Workers - Leaders

Sam Axelsen	Cameron Beck	Andrew Gatenby -Ned	Jake Scudizlo
Chick Kentwell	Robyn Shaw	James Arthur	Angus Patterson
Emma McLeish	Dylan Valentine	Ray Godfrey Yik	Kris Kearsley
Tim Cato	Becky Namgyal	Mei Godfrey Yik	
James Bennett	Mitchell Guy	Current December 08	See notice board for current photos!!!!



Louise Hynes



Verna Galvin



Ben Stokes



Sara Fry

Louise Hynes is the Director of Afters. She has studied, trained and worked in Childcare for many years. She has been the Director at Aranda Afters since early 1999 and has seen many changes over the years and is proud to have played a big part in the growth of Aranda Afters. She has a senior first aid certificate. She is a country girl. She lives with her husband Michael, her son Jack (who attends Aranda) and toddler Nell. She loves to paint, garden, read, play netball, swim and spend time with her friends and family. Lou has had a fantastic time here at Afters and always tells people she has the best job in the world.

Verna Galvin is the Assistant Director. She has trained & worked as a Primary School Teacher. She has also had many years experience as a Playgroup Leader & has worked in After School Care for many years - since 1999 as Assistant Director at Afters. She has a senior first aid certificate. Verna lives with her husband, two teenage girls, her Mum, a cat, a dog and chooks. When she's not at Afters she enjoys gardening, reading, craft, picnics, swimming, walks (where she is notorious for collecting rocks and looking at stars and clouds!) and being with her friends and family.

Ben Stokes is the Main Centre Co-ordinator. He has been around the traps for over four years and could not have wished for a better workplace while studying. Currently he is almost finished his Bachelor of Education in Primary Teaching with less than a year to go. Ben has his senior first aid certificate. He was a previous student at Aranda graduating as the school captain in 1989. Yes that's right he is 30. He worked in hospitality for a few months after college then as a student association employee at C.I.T. for seven years until finally realising his passion for teaching and guiding children. He enjoys watching, playing and coaching sport as well as spending time with friends and family.

Sara Fry is our Art & Program Co-ordinator. She has worked at Aranda Afters for a little over two years and loves it! Sara completed a Bachelor of Psychology two years ago and has also completed her Bachelor of Education. She lives with her parents and a multitude of animals from dogs to birds. When not at Afters, Sara enjoys reading, playing hockey, walking her dog and spending time with friends and family.

LEGAL AND STATUTORY OBLIGATIONS

- 1 Licencing (School Aged Care)
- 2 Quality Assurance (National Childcare Accreditation Council)
- 3 Occupational Health & Safety Requirements
- 4 Industrial Relations Act
- 5 Children's Services ACT Award 2005

PRIVACY

Any information gathered for or on behalf of AAA Inc will be held in secure storage for the required length of time and will be used only for the express purpose of conducting the business of After School Care.

PARENTS/CARERS RESPONSIBILITIES

AAA Inc strives to provide *high quality* outside school hours care in a happy and caring environment.

To assist us in providing high quality care for all child/ren the co-operation of parents/carers in the following matters is essential:

- ☺ monitoring their children's behaviour while attending the program;
- ☺ notifying the Director of any non-attendance, changes in collection routine, contact details, medical conditions or authorisations;
- ☺ prompt collection of their child before the end of the day or when contacted to do so;
- ☺ familiarising themselves with the program activities, guidelines parent handbook and policies (copies available on request)
- ☺ prompt payment of fees.
- ☺ ensuring you notify the Family Assistance Office regarding Child Care Benefit if required
- ☺ attending Volunteer Parent Committee meetings where possible
- ☺ At times parents and children will be asked to fill out survey forms. Honest responses returned by the due date will be a big part of the accreditation process.
- ☺ If you have any ideas for activities, good recipes or patterns for projects or contact with groups who could be useful to the Afters community.
- ☺ Donating recycle material and thinking of us when you no longer need something we might be able to use such as fabric, games, computers, furniture,
- ☺ Filling out Active Afters forms

ENROLMENT

Licencing conditions require the lodgement of a new enrolment form for each school

year, a separate *Enrolment and Authorisation Form* must be completed for each child each year.

Enrolment Forms are available from the Director's office room 44 at the Aranda Primary School and the Aranda Primary School office.

Enquiries can be made at the Director's office

Phone 6205 5985 or 0410 620559.

new enrolments and re- enrolments must be lodged by Week 10, Term 4 each year

A place cannot be guaranteed for applications lodged after the above dates.

Parent/carers will only be contacted if a place is **not available** for their child/ren. Enrolment is subject to priorities set by the Committee (available on request from the Director) and the availability of places.

School Holiday Care Enrolment Forms and Programs are available from the Program, Director, or the school by week 8 of each term for the coming school holiday period.

CHANGES TO DETAILS

The Director *must* be informed when contact details, medical conditions etc alter in any way. This is in the best interest of your child/ren.

IMMUNISATION

It is a condition of enrolment that all children be immunized. Please contact the Director for further information if your child does not have up to date immunization.

INSURANCE

Children attending the Program are covered by AAA Inc's Public Liability Insurance only. Parents wishing to have accident insurance for their children should make their own arrangements.

SPECIAL NEEDS AND ALLERGIES

Please notify us on their enrolment form if your child has any special educational, cultural, behavioural, medical, custodial or dietary needs. A Medical Action form is required for any long term illness or for medication that is taken daily. If you are especially concerned about any of these needs please speak to us personally so your child can receive the best possible care.

CUSTODIAL PARENT ARRANGEMENTS

Please make the Director aware in writing of any *special* custodial arrangements for

your child/ren.

COLLECTION OF CHILDREN

When collecting child/ren, parents/carers are to enter the time of collection and sign their child/ren out on the attendance roll.

Collection of children by 5:45pm is strongly encouraged as all equipment is packed away at this time.

Parents/carers arriving after 6.00pm will be charged a *Late Collection Fine*. (See *Fees Table*).

Child/ren to be collected by **someone not nominated** on the *Authorisation Form* or child/ren not authorised to leave **without an adult** on the *Authorisation Form*; will only be permitted to leave when the Director/Senior staff member is satisfied the child/ren has permission to do so. Written consent will be required from the child's parent/carer if the Director/Senior staff member is not satisfied and must be informed on each occasion before the child/ren's departure.

COLLECTION OF CHILDREN - SICK OR INAPPROPRIATE BEHAVIOUR

The Director will notify parents as soon as possible if a child becomes too ill to stay at Afters. As we do not have the facilities to look after very sick children parents will be required to collect their child as soon as possible.

This will also apply when the Director considers a child to be behaving in an inappropriate manner and not responding to appropriate direction.

In every case when a child is not collected within 1 hour of their parent/carer being contacted, a fine will be charged (*see Fees Table*). After 1 hour fines will be charged per 1/4 hour or part thereof the child remains at the Program.

STANDARDS OF BEHAVIOUR

Parents/carers are responsible for the behaviour of their child attending the Program, and children are expected to follow instructions from Staff.

The Director will report repeated instances of unacceptable behaviour to the Committee after consultation with the parents/carers.

The Committee reserves the right to exclude children from the Program on health or behaviour grounds. For a copy of the relevant Policies, please contact the Director.

DAMAGE TO PROPERTY

Aranda Afters reserves the right to recover from a child's parents/carers, any costs incurred due to wilful damage to AAA Inc or Aranda Primary School property by a child attending the Program.

PERSONAL PROPERTY

In line with school policy Aranda Afters does not allow children to bring toys, games or electronic equipment to the After School Care Program. These items are allowed at School Holiday Program at the child's risk. Aranda Afters does not accept any responsibility for loss or damage to these items.

INFECTIOUS ILLNESSES

The Program cannot provide care for child/ren with an infectious illness, until the specified exclusion period has expired. Details of exclusion periods are available from the Director.

MEDICATION

Children who require medication whilst attending any Afters Program will require written instructions from parents/carers including: child's name, medication, date, time, dosage needed, the last dosage given before Afters and any doctor's instructions. This will be signed by Afters staff upon administration and kept for future reference. Afters staff members are not responsible for collecting medication from school.

FIRST AID

Afters is required to employ at least one qualified Senior First Aider at all times. Injuries requiring first aid will be recorded in the first aid record. In the case of a serious or life threatening injury parents will be notified as soon as possible and will be asked to sign the record. All cases requiring follow up medical attention must be reported to Afters within 48 hours so that Children's Services can be notified

AFTERNOON TEA

A variety of nutritious food is provided for afternoon tea at After School and School Holiday Care. Any **special dietary** requirements need to be discussed with the Director and included on the space provided on the *Enrolment Form*.

ACTIVE AFTER SCHOOL COMMUNITIES

The Active After School Communities Program is funded by a grant from the Australian Government through the Australian Sports Commission. The program is currently providing students enrolled at Aranda Afters the opportunity to participate twice weekly on different days in a variety of programmed, structured, fun physical activities. This program is provided at no extra charge. A separate Registration form is required please see the Director for more details and a form.

OTHER SPORTING & ARANDA PRIMARY SCHOOL 'AFTER SCHOOL PROGRAMS'

Parents/carers need to notify the Director, in advance, if their child/ren needs to attend after school activities. It is the parent/carers responsibility to ensure that their child/ren knows which day their lesson/activity is on and that they do attend. It is also the parents/carers responsibility to ensure arrangements are made for getting their child/ren to and from these lessons/activities. **After School Care staff cannot accompany children, to or from after school activities not organised by Afters.**

HATS AND JUMPERS

Afters follow the school policy on no hat- no outside play. This is enforced with regard to the weather and daily conditions and includes during winter.

Any children found to be outside without a hat will be sent inside or given an Aranda Afters Hat.

During Terms One and Four, sunscreen will also be applied at 3pm to all children returning to play outside.

We also consider it essential for jumpers to be worn outside when requested during cold weather, this is not negotiable.

ABSENCES/NON-ATTENDANCE

Please Note From February 2009 - 2 weeks written notice of absences is required to avoid being charged.

In the interests of your child/ren's safety and the proper administration of the program, a call informing the Director a child will not be attending is required.

The Director needs to be informed in writing 2 weeks in advance, when child/ren will not be attending including times when they are attending camps/excursions or other occasions organised by the school. Note: The school is not required to inform afters of these occasions.

This applies to both regular and casual bookings.

When the Director has been notified in writing 2 weeks in advance of an absence, no fee will be charged.

Public Holidays will not be charged.

FEES

From Term 1 2009 attendances will be charged two weeks in advance

Fees are set by the Committee and whilst every effort is made to keep them at a minimum, fee increases may occur during the year to ensure quality of care. The fees table below is inserted as a guideline only and gives information about fees at the end of the current school year. The most recent rates will be available on a Fees Schedule attached to the Enrolment form.

Regular day rates are for ongoing weekly bookings (attend set days every week).

Casual day rates are one-off bookings and include sessions extra to your regular days.

Casual users must notify the Director in advance of their requirements to use the Program. Use of the Program is subject to the availability of places for that day.

Enrolment Fee. A once only non refundable fee of \$150.00 per family is required to secure the place/s to all the Afters programs. This is payable on enrolment. This will not be charged to any family who currently has a bond. The fee is to cover administrative costs incurred in processing and handling of your enrolment over the duration of your child/ren's attendance

Enrolment Advance. We will be charging an enrolment advance for care which will be provided from 2009. The advance will be equal to two weeks fees for the required periods of care. Your first account will contain your enrolment advance. An account for the first two weeks care will be issued on the first day of term or on the first bill day after commencement of care. At the end of your care requirement any credit to your account will be refunded

PAYMENT OF FEES

Fortnightly accounts are available from the Director's office on the Monday before public service payday. Parents/carers are responsible for collecting their accounts. Accounts are payable 11 days from invoice date. Receipts are not automatically issued they are available on request from the Afters office.

Method of Payment: Payment by cheque or internet transfer is required.

Please **do not make cash payments** as Afters staff cannot guarantee their safety.

Payments are to be:

- lodged in the grey payment cabinet near the Director's office prior to 6:00pm 11 days after invoice issue date. Do not hand payments to staff on the floor - they do not have access to a safe place to put them; or
- paid over the internet, prior to 6:00pm 11 days after invoice issue date, to
Aranda Afters Association Inc Commonwealth Bank of Australia -
Jamison Centre Branch BSB 062907 Account No 00904824
***Please ensure that your child's name is clearly identified on the deposit.**

NB: Payments made by internet will be accounted for only when the deposit is recorded on our account statement. The bookkeeper transfers details of these payments from these statements. (Please note bookkeeper works only one day each week) Some institutions have slower transfers rates. To ensure you payment is received on time please transfer before the due date.

Overdue accounts will attract additional fees to cover administration costs (see *Fees Table*). If after consultation an overdue amount remains unpaid the child/ren will be excluded from the Program.

Outstanding fees will be pursued through the **Small Claims Court**. Reimbursement of the cost of taking recovery action of this nature will be the responsibility of the parent/guardian and will be added to their outstanding account

FEES TABLE (per child) as at December 2008		
ENROLMENT FEE: (Per family) \$150.00 once only non refundable		
ENROLMENT ADVANCE: Equal to 2 weeks fees in advance		
FEE INFORMATION		
<i>Regular</i> AFTER SCHOOL CARE session	\$20.00	3:00pm - 6:00pm
<i>Casual</i> AFTER SCHOOL CARE session	\$22.00	3.00pm – 6.00pm
CCB ref no: 555006537X		
<i>Regular</i> SCHOOL HOLIDAY CARE session	\$41.00	8:30am – 6:00pm (full day)
	\$39.00	8:30am – 3:00pm (part day)
<i>Casual</i> SCHOOL HOLIDAY CARE session (casual means enrolment not lodged by the end of term)	\$44.00	8:30am – 6:00pm (full day)
	\$41.00	8:30am – 3:00pm (part day)
CCB ref no: 555006584S		
Early Payment discounts Apply		
* Additional Fees (per child)		
LATE COLLECTION (after 6pm)	<u>1 session fee</u> per 5 minutes or part thereof after 6pm	
LATE COLLECTION (sick or inappropriate behaviour)	<u>1 session fee</u> after 1 hour of being contacted, then <u>1 session fee</u> per 1/4 hour or part thereof after 1 hour	
CANCELLED SESSIONS <u>WITHOUT</u> 2 WORKING DAYS NOTICE (48 hours)	<u>1 session fee</u> per cancelled session	
OVERDUE ACCOUNTS	<u>1 session fee</u> per overdue account	
*Applicable to all care programs		

CHILD CARE BENEFIT AND FAMILY TAX REBATE

Our Customer Reference Numbers are listed in the *Fees Table*.

There have been many changes under the new Child Care Management System to Child Care Benefit and the Family Tax Rebate. Please speak to the Director or visit the websites below for the most up to date information.

Child Care Benefit and Family Tax rebate is available to eligible families registered with Centrelink. For information on Child Care Benefit please contact your nearest Family Assistance Office (now located in Medicare Offices) or Ph: 136150 or visit www.centrelink.gov.au or www.childcarerebate.gov.au

PLEASE NOTE: Parents/Families remain responsible for payment of the **full amount** of all accounts until such time as Child Care Benefit payment is received by Afters from Family Assistance Office. Any credit will then be refunded to your account.

GRIEVANCE PROCEDURE

Please feel free to discuss with the Director or Staff any issues that you may have regarding your child or the program. Sometimes, discussion can make things seem a whole lot less serious and lead to an eventual resolution. Please be assured that your discussion will remain confidential. If you feel your rights are not being respected, or if you have any other complaint or concerns about Afters please:

1. Talk to the Director in person or phone 6205 5985 who will discuss with you at this time a variety of options and whether or not they will be implemented.
2. Talk to the Afters Committee Chairperson (speak to Director for contact details) who will discuss with you at this time a variety of options and whether or not they will be implemented

If you are not satisfied with this outcome or feel your rights were not respected then:

3. Make a formal written complaint addressed to the Afters committee and place in an envelope in the suggestion box or post to Aranda Afters PO Box 426 Jamison 2614. You will receive a written response including whether or not any changes will need to be implemented, to all written complaints as soon as possible after the next Committee Meeting. If further research needs to be done you will be kept up to date on any progress. (Meetings are held once a month and are open to all parents to attend)

If you are not satisfied with this outcome or feel your rights were not respected then

4. Talk to ACT Children's Services On 62071128. The Children's Services advisor will notify you of options if you are not satisfied with the outcome.

PRIVACY

Any information gathered for or on behalf of AAA Inc will be held in secure storage for the required length of time and will be used only for the express purpose of conducting the business of After School Care.

OUR PROGRAM PHILOSOPHY

- ✚ Afters should be an extension of the home environment. It is like being at home with a friend's family.
- ✚ Afters time is a time for the children to relax, play, unwind or let it all go, just as they would at home, after a busy day at school.
- ✚ It has been some time since lunch; a healthy snack is a priority to keep the children going.
- ✚ Afters time is a time when children can choose to and are encouraged to participate in fun activities both indoors and outdoors. They may also choose not to do anything at all if that is how they feel.
- ✚ Afters believe children of primary school age need simple rules, routine and an over riding structure to feel secure and flexibility to remain challenged.
- ✚ At Afters the structure of the program should provide mostly "self motivated" activities, that is activities the children choose and run for themselves from the set up activity areas. These are complemented by organised activities that extend the everyday choices. These activities enhance skills, are developmentally appropriate, foster the children's needs, interests and strengths and add variety to the program.
- ✚ Afters children are encouraged to own the environment by being involved in planning their own activities, leaving some of their works behind to make the room "beautiful" and by encouraging them to keep it tidy by putting things away at the end of the day.
- ✚ Afters staff work towards letting the children know they are there to keep them safe, to help them and will listen to them if they have a problem and help them to sort it out.
- ✚ Afters program provides the framework for this to happen. It is fun and relaxed. It is old and new, tried and true. The staff love being there. We love watching children tell their parents they don't want to go home yet and love listening to their ideas and including them in the program.

THE PROGRAM.

At the end of each term the children are asked for their ideas and suggestions and if possible these are incorporated into the next terms program.

The program is flexible and if the children want to do something that is not on the program, it is incorporated as soon as possible. This process is ongoing. If the children do not want to participate in any of the activities programmed, this is O.K. as well.

Environment planning evolves from our experience over many years of working with children, suggestions from the children and by keeping the right level of equipment - not too much or it's overwhelming - not too little or it's boring. Changing the style of the equipment in each area holds interest. (e.g. - dramatic zone - is set up in the same area each day but one day there is the equipment for a police station and the next week it is a restaurant, Construction zone - one day there are animals - next day Lego or cars)

THE PROGRAM IS SET UP INTO THREE PHASES.**1. Establishing the routine.**

The routine is the flow of the day's activities. It is established and maintained by the Senior Staff based on the children's needs, the daily activities and the environment.

2. Setting up the environment.

These are the areas /activities that are set on a daily basis, their purpose is obvious and they do not require a leader except to supervise and guide. The children have a boundless capacity for this type of self-motivation, if the right equipment is there. Afters encourage these activities and find they are enjoyed all the time. In establishing the routine, the children get to know the things that are available and ask for what they want each day.

3. The leader initiated activities.

In addition to what is available everyday, we like to do something special. These are the activities that require special equipment or greater supervision & assistance, such as - cooking, creating a special art work, playing a game or using a different piece of equipment - such as the parachute or an activity such as bubble blowing or play dough. There are at least two of two of these activities on any one day due to staffing. (An indoor & an outdoor). This is where the children get to explore new and different ideas and once the activity has been completed the materials may or may not be brought out for the rest of the week.

HOW THE PROGRAM AND AFTERS WORKS

Afters likes the program to feel like you are at your best friend's home and you've come over to play.

1. There are **leaders** who look after you, feed you, talk and listen to you, play with you, guide you and keep you safe.
2. There are **friends** who you can play with or not depending on how you feel. You don't just have one friend - you can have lots - you can play with your best friend - or someone new - or you can do something all by yourself.
3. There are **rules** and they are reinforced daily. The rules all focus on developing respect and **responsibility**

Respect:

For yourself - by following health & hygiene rules.

For the leaders - by listening to and trusting them and vice versa.

For each other - by not hurting, giving space, including, sharing and considering all other children at Afters.

For the equipment - by using it properly, in the right place and putting it away.

For the boundaries - by playing where you are allowed and staying near a leader

Then taking responsibility for your actions and making it right.

4. There are **zones**. While the zones of the Afters house remain much the same the objects and activities that are in them evolve. The same sort of things will be in each zone, but every week or so the actual things will change. We believe this creates a great feeling and sense of security, knowing that each time you come, your "house" will look much the same, but there will always be something new.

Because it is "their" home, the children can develop a sense of pride in how it looks. They are encouraged to keep it clean, to not damage things on purpose, and to decorate it where possible and come up with ideas for what we can do in it and to really "own" it.

5. There is a **routine**. While the times may not always be precise due to unavoidable incidents, the order rarely changes - except for something special

THE AFTERS ENVIRONMENT INCLUDES

A DRAMATIC ZONE - where there are dress ups, dolls, home corner, an office, lounge room and role-play. Be what you want to be - a fairy, a wizard, a policeman, a nurse, a doctor, in a supermarket, an animal, a mum or dad, a scientist and many more

A CONSTRUCTION ZONE - where there is mobilo, lego, cars, car tracks and mats, animals, polydron, mosaic boards, straws and connectors.

A CREATING ZONE - where there are scissors, paper, pens, glue, staplers, tape, paper, chalk, collage materials, boxes for construction and sometimes special things like dough, bubbles, fabric.

A GAMES ZONE - where there are lots of games to play - all your favourites like trouble, monopoly, snakes and ladders, tic tac toe, chess, dominoes and many more

DISCOVERY ZONE - where there are puzzles, magnifying glasses, magnets, bug catchers, science equipment & experiments and discovery table.

A RELAXING ZONE - with a futon, mats quilts and cushions. A bookshelf where you can relax or read and at the end of a long day. Music for listening to or dancing, or, if it's really hot or wet or cold or your very tired, you can spread out and enjoy a bit of TV or a video.

SPECIAL ZONES - where big kids and little kids can go for some time away from each other.

A BACKYARD - where you can - run, jump, climb, kick or bounce a ball, swing, make teams, play footy, cricket, soccer, hide and seek, skip, find bugs, make cubbies or do special things like plant things and watch them grow, play parachute games, play special games.

A KITCHEN - where most of the time the adults cook but sometimes kids can too

A BATHROOM - for going to the toilet and washing hands

AN OFFICE - For Afters Staff and parents, where the paperwork and the phone are kept.

A MINI HOSPITAL - in the first aid corner in the office where there are things to help you if you get hurt.

AFTERS ROUTINE

Roll Call (3.00pm - 3.15pm)

Children gather in their designated area. (Kindy children are collected from their classroom in Term One.) Rolls are marked to ensure all children are accounted for. Children returning outside during Term 1 and 4 will have sunscreen applied and will be checked for hats and jumpers.

Afternoon Tea (3.20pm - 3.45pm)

Children line up to wash their hands. Kindy and Year One children are served first during Term One until they get used to the routine. They are followed by the older children.

All children lining up for afternoon tea are required to eat at least one sandwich not just biscuits or treats. Children eating afternoon tea will be served one cup of milk or juice. Water is available to all other children and at all times.

The Afternoon Tea menu is displayed on the Afters Notice board. Please notify Staff if your child has any special dietary requirements.

Activity Time (3.45pm - 5.00pm)

During this time the day's activities which are advertised on the Afters Notice board, are set up in certain areas inside and outside and are available to all children. Children are free to choose which activities they would like to participate in. Suggestions are always welcome.

This time also includes our Active Afters Program a fun sport based activity that is run at no extra charge, often by outside providers such as footy, dancing, cricket and more. Ask a senior leader for more information.

Late Activities (4.45pm - 6.00pm)

During this time the day's activities are starting to be wound down. Children are encouraged to assist in packing up.

Pack Up (5.00pm - 5.30pm)

All Leaders and children ensure equipment is returned to where it belongs and that the storage areas and the hall are tidy.

Fruit Time (5.00pm)

A selection of fruit is served to the children.

TV- Relaxing Time (5.30pm - 6.00pm)

Children are allowed to watch appropriate TV programs. During this time children who do not want to watch TV must be involved in quiet activities (reading, games, and drawing).

Final Clean (5.30pm - 6.00pm)

Tables and Chairs are packed away along with late activities.

Closing Time: 6.00pm

Pick up after this time will incur a late payment fee.

WE ONLY HAVE 5 RULES
AND THEY ALL START WITH RESPECT

RESPECT YOURSELF

REMEMBER HEALTH AND HYGIENE
HATS, SUNSCREEN, JUMPERS AND HAND WASHING

RESPECT THE LEADERS

LISTEN TO THEM, THEY ARE HERE TO KEEP YOU SAFE
ASK FOR THEIR HELP!

RESPECT EACH OTHER

CONSIDER OTHERS FEELINGS BY-
NOT HURTING EACH OTHER
TAKING TURNS
INCLUDING OTHERS
SPEAKING NICELY TO EACH OTHER
RESPECTING EACH OTHERS SPACE
PLAYING NOISY RUNNING GAMES OUTSIDE
PLAYING QUIET WALKING GAMES INSIDE

RESPECT THE EQUIPMENT

USE IT FOR WHAT IT IS MADE FOR.
RETURN IT FOR ANOTHER DAY.
USE IT WHERE IT IS ALLOWED.
(Use tennis & basketballs on the basketball courts)

RESPECT THE BOUNDARIES

ONLY PLAY WHERE YOU ARE ALLOWED.
ONLY PLAY WHERE A LEADER CAN SEE YOU.

When you have broken the rules we ask you to take
RESPONSIBILITY for your actions and make it right.

SUMMARY OF ENROLMENT DETAILS :A full copy of Afters policies is available; please speak to the Director if you are interested in borrowing the policy folder.

Accounts and Receipts	<p>Found in the box on the sign out desk.</p> <p>Accounts are issued every second Monday and are due within 11 days late payment fees may be applied after this.</p> <p>Please notify Director or leave a message if you can't find or did not receive your account or you have concerns about your account, as this may not be taken into account with regard to late fees.</p> <p>Any seriously overdue accounts may be pursued through our collection agency or small claims court and will lead to cancellation of enrolment.</p>
Payments	<p>Place cheque payments in the payment box. (usually outside the office) Do not hand payments to leaders. Please avoid cash as we cannot ensure its safety</p> <p><u>Internet payments</u> may be made directly to the following Account - Please ensure your deposit is <u>clearly identified and made in time to reach our account by bill day.</u></p> <p>Aranda Afters Assoc. Inc - Commonwealth Bank - Jamison Branch BSB: 062907 ACCOUNT NO. : 00904824</p>
Childcare Benefit (CCB) & Family Tax Rebate	<p>Afters are able to deduct CCB from your account <u>after</u> we have received all relevant information. You remain responsible for the full amount of all accounts until such time as confirmation and payment from FAO is received by Afters. (Balance will then be refunded)</p> <p>Afters CRN's are as follows</p> <p>After School Care: 555 006 537X Holiday Program 555 006 584S</p>
Sign out	Please sign your child out every day
Late Pick up	Afters closes at 6pm. Parents/Carers arriving after this time will be charged a Late Collection Fee.
Program	The program should always be displayed near the sign out desk. We try to achieve a good balance of activities each day. Some activities are advertised in the newsletter each week. We usually plan by the half term and review weekly. All suggestions welcome
Other after school activities	Please advise staff if your child will be involved in any other after school activities and their timing. Afters staff cannot accompany children to these activities. We will do our best but are not responsible for reminding children of their lesson time.
Absent days	<p>Please notify us in writing or by phone message <u>any day (including holiday program) your child will be absent.</u></p> <p><u>2 WEEKS written notice is required to avoid being charged for these days.</u></p>
First aid	If your child has had an accident it will be recorded in the accident book. Parents will be notified by phone of all serious injuries. Sick or ill children must be collected within $\frac{1}{2}$ hour of Afters staff notifying parents. Parents are requested to notify Afters in writing if any injury sustained at Afters needs follow up care by Doctor or Hospital to enable us to notify Children's Services
Behaviour	Senior staff will advise you if your child has displayed unacceptable or inappropriate behaviour - (uncooperative or antisocial behaviour, bad language, deliberately hurting others or equipment). Quite often there are underlying reasons for this behaviour and early action by both Afters and parents can help to avoid situations getting out of hand. Children who display this type of behaviour frequently may be placed on a contract or if warranted excluded from the program.
Suggestions Feedback Communication	If you have any concerns or suggestions regarding your child or the program, please do not hesitate to speak to senior staff. There is a communication book which lives on the sign out desk anything not confidential you need to tell us about changes to routine etc can be written in here. Any confidential enquiries should be directed to Senior Staff or written on a suggestion form and placed in the payment box. Afters Staff will advise you of any decisions made.
Committee	Afters is managed on a daily basis by the Director. A parent body "the committee" is responsible for guiding policy and procedures used to manage the Centre. This Committee meets once a month on a nominated day at 7.00 in the staff room. Afters as an incorporated body cannot legally run without a fully functioning Committee, if you can help out on the committee please speak to the Director