

# AFTER KINDER CARE



## PURPOSE

This policy will provide guidelines for After Kinder Care program at Woodridge Pre-school.



## POLICY STATEMENT

### VALUES

Woodridge Pre-school is committed to:

- providing a safe and healthy environment for all children, early childhood teachers, educators, staff and others attending the service
- providing a clear set of guidelines in relation to the After Kinder Care Program at the service
- ensuring that the service has the capacity to deliver After Kinder Care, as required.

### SCOPE

This policy applies to the parents/guardians who wish to have their children enrolled, or have children already enrolled in the After Kinder Care (AKC) Program.



## PROCEDURES

- This program is staffed by a Coordinator and an Assistant, who lead a session of relaxed play and activities.
- The anticipated hours of operation will be on **Tuesdays and Thursdays from 4:00-6:00pm following the Blue Group pre-school sessions, pending viable enrolments.**

## ENROLMENT

- The maximum enrolment per session is 20 children.
- Enrolment priority is given to children who:
  1. attend a four-year-old group program on the day that AKC is offered.
  2. require Term 1 AKC on a permanent basis.
  3. come from families with working commitments.
- If families need to amend their AKC preferences for Terms 2, 3 or 4, they need to submit the change in writing to the Assistant (Fees) Treasurer three (3) weeks before the end of term prior to invoices being sent out.
- Children from Navy and Green groups are welcome to enrol in AKC and use the service if there are vacant places.
- Children using this service are required to bring an additional snack to be eaten in AKC.
- If families no longer require AKC, or seek to reduce their AKC enrolment (i.e. from two days to

one day per week), written notice of two weeks is required, and payments cannot be refunded and are non-transferrable - cannot be credited to a future term.

- All queries should be directed to the Assistant (Fees) Treasurer, the Director or the After Kinder Care educators.

## FEES

- To reserve a place in the After Kinder Care program an application form and a non-refundable deposit is required. The deposit amount is set at \$200.
- The deposit is paid in advance with the Term 1 fees.
- The \$200 deposit will be deducted from Term 4 fees if the child is still enrolled in the program and AKC has been attended continuously from Term 1 – 4.
- The deposit cannot be refunded if a child leaves part way through the year. Children who enrol in the AKC program after Term 1 are not required to pay the deposit.
- After Kinder Care term fees are non-refundable and paid in advance with the term fees.
- If a family withdraws from AKC or reduces their AKC booking (i.e. from two days to one day), paid fees cannot be re-funded or credited to a future term.
- The cost will be \$25 per session for a permanent booking and there will be no refund for a booking if a child does not attend a session.
- Children who are permanent for only one day of AKC are unable to swap days in lieu of being absent. They will be charged at the casual AKC rate if they wish to book in for an extra session.
- For occasional bookings, the cost will be \$30 per session. Invoices will be issued at the end of each session. Payment is due within 7 days and no further bookings can be made until the invoice is paid.
- Fees will be calculated by the number of actual sessions provided each term, i.e. no charge for public holidays or educators professional development days.
- No part payments for AKC sessions are allowed.
- No reimbursement of cost will occur if the child does not stay for the full session.
- Late collection fee will apply to a child who overstays their kindergarten session who is not enrolled in the AKC session.
- If children are collected late from AKC, a late fee will apply. This is to cover the cost of educators overtime, as they are unable to pack up until the last child leaves. If a child is collected 5 minutes late, a non-negotiable fee of \$5 will be charged, with an additional \$5 for every five minutes late thereafter.



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## BACKGROUND AND LEGISLATION

### BACKGROUND

Woodridge Pre-School offers an After Kinder Care Program to support working families that require longer sessions to fit in with work. [After Kinder Care runs directly after Blue Group sessions on Tuesdays and Thursdays.](#) It can also be used on a casual basis by all children.

### LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011

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## SOURCES AND RELATED POLICIES

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### RELATED POLICIES

- Fees Policy
  - Enrolments and Orientation Policy
  - 2021 free kinder enrolment and orientation policy
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## EVALUATION



In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- monitor the implementation, compliance, complaints and incidents in relation to this policy
  - regularly seek feedback from everyone affected by the policy regarding its effectiveness
  - keep the policy up to date with current legislation, research, policy and best practice
  - revise the policy and procedures as part of the service's policy review cycle, or as required
  - notify all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk.
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## ATTACHMENTS

- Attachment 1: After Kinder Care Policy - Summary
  - Attachment 2: After Kinder Care Application form
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## AUTHORISATION

This policy was adopted by the approved provider of Woodridge Pre-school on 22 April 2021

REVIEW DATE: June 2022

## ATTACHMENT 1. AFTER KINDER CARE POLICY - SUMMARY

- The hours of After Kinder Care (AKC) operation will be on Tuesdays and Thursdays from 4:00-6:00pm pending sufficient enrolments. There is a maximum of 20 children at each session.
- A non-refundable deposit must be paid to reserve an After Kinder Care place for Term 1. This is included in Term 1's invoice and will then be deducted from Term 4 AKC fees if the child is still enrolled in the program and AKC has been attended continuously from Term 1 – 4. If you withdraw from AKC partway through the year, the deposit cannot be refunded. The deposit amount is set at \$200.
- Priority is given to children in Blue Group attending the AKC program permanently in Term 1, whose families are working. Children from Navy and Green groups are welcome to enrol in AKC and use the service if there are vacant places.
- AKC term fees are non-refundable and paid in advance with the term fees
- Whilst the pre-school understands that circumstances change, families' AKC bookings made at time of enrolment determine the viability of running each AKC session. Changes to your AKC bookings significantly impact the viability of the program for other children. This policy will be strictly adhered to regarding non-refundable AKC term fees and non-crediting of fees paid to future terms.
- If families need to amend their AKC preferences for Terms 2, 3 or 4, they need to submit the change in writing to the Assistant (Fees) Treasurer 3 weeks before the end of term prior to invoices being sent out.
- If families no longer require AKC, or seek to reduce their AKC enrolment (i.e. from two days to one day per week), written notice of two weeks is required. Payments cannot be refunded and are non-transferable - cannot be credited to a future term.
- The cost will be \$25 per session for permanent bookings paid for a full term in advance. There will be no refund for a booking if a child does not attend a session. The Committee of Management will consider exceptional circumstances.
- Children who are permanent for only one day of the Tuesday or Thursday AKC sessions are unable to swap days in lieu of being absent. They will be charged at the casual AKC rate if they wish to enroll for an extra session.
- For occasional bookings, the cost will be \$30 per session. Invoices will be issued on the day, payment is due within 7 days and no further bookings can be made until the invoice is paid.
- Children using this service are required to bring an additional snack for AKC.
- If children are collected late from AKC, a late fee will apply. This is to cover the cost of staff overtime, as they are unable to pack up until the last child leaves. If a child is collected more than 5 minutes late, a non-negotiable fee of \$5 will be charged, with an additional \$5 for every five minutes thereafter.
- Fees will be calculated by number of actual sessions provided each term, i.e. no charge for public holidays or educator professional development days.

A copy of the full policy is kept in the Policies Folder at Woodridge Pre-School.

## ATTACHMENT 2: AFTER KINDER CARE APPLICATION FORM

Woodridge



Pre-school  
Eltham

To Woodridge Pre-School After Kinder Care Educators,

I would like to apply for a permanent position for my child

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(Child's First Name and Last Name)

in the After Kinder Care Program on the following day/s (please tick):

- |                          |          |                 |
|--------------------------|----------|-----------------|
| <input type="checkbox"/> | Tuesday  | 4:00pm – 6:00pm |
| <input type="checkbox"/> | Thursday | 4:00pm – 6:00pm |

Please invoice my term fees accordingly. I have read the terms and conditions of the After Kinder Care Policy and agree to abide by them.

Parent/Guardian Full Name: .....

Parent/Guardian Signature: .....

Date: .....