

# After Kinder Care Policy

## 1. Policy Statement

### Purpose

This policy will outline, for current and future users, staff and Committee:

- The criteria and procedure for enrolment in the After Kinder Care Program
- The fees charged for using the service

## 2. Scope

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

## 3. 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 their work and family commitments. AKC runs directly after Blue Group sessions. It can also be used on a casual basis by all children.

### Legislation and Regulations

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

## 4. 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 Tuesday & Thursday 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 Blue group.
  2. require AKC on a permanent basis commencing term 1.
  3. come from families with working commitments.
- If families need to amend their AKC requirements for Terms 2, 3 or 4, they must notify Assistant (Fees) Treasurer in writing three (3) weeks before the end of term (prior to invoices being sent out).
- Children from Navy, Purple and Green groups are welcome to enrol in AKC and use the service if there are vacant places.
- Children using AKC are required to bring a snack.
- If families no longer require AKC, or seek to reduce their AKC enrolment (i.e. from two days to one day per week), two weeks written notice is required. Fees cannot be refunded or transferred.
- All queries should be directed to the Assistant (Fees) Treasurer ([ATWoodridgePreschool@gmail.com](mailto:ATWoodridgePreschool@gmail.com)) or the After Kinder Care staff.

### 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 \$200.

- The deposit is paid when group allocation documents are required.
- The \$200 deposit will be deducted from Term 4 fees if the child remains enrolled in the AKC program and has 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 refunded 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 one day of AKC are unable to swap days in lieu of being absent. The casual AKC rate will be charged if they wish to book in for an extra session.
- For casual bookings, the cost is **\$30** per session. An invoice 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 staff 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 and is not enrolled in the AKC program.
- 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 5 minutes late, a non-negotiable fee of \$5 will be charged, with an additional \$5 for every five minutes late thereafter.

### 5. Related Documents

Woodridge Pre-School policies on:

- Fees Policy
- Enrolments and Orientation Policy
- No Jab, No Play Policy

### 6. Authorisation

This policy was adopted by the Woodridge Pre-School Committee of Management, at the Committee meeting in July 2018.

### 7. Review Date

This policy will be reviewed annually or varied earlier if necessary, and the Committee will within 28 days of making any change, notify any parents/guardians of the children attending, that are directly impacted by a change.

## **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, Purple 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/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 a snack.
- 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 staff development days.

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

## After Kinder Care Application Form

To Woodridge Pre-School After Kinder Care Staff,

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):

- Tuesday 4:00pm – 6:00pm  
 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: .....