
ARANDA AFTERS ASSOCIATION INCORPORATED



ENROLMENT POLICY

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1 REFERENCES

NATIONAL QUALITY STANDARDS

-2.2	Each child is protected
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
6.1	Respectful supportive relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Families are supported from enrolment to be involved in the service and contribute to service decisions
6.1.2	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
6.1.3	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.

NATIONAL REGULATIONS

99	Children leaving the education and care service premises
157	Access for parents
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161	Authorisations to be kept in enrolment record
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MY TIME, OUR PLACE

LO1	Children feel safe, secure and supported
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2 AIM

Aranda Afters Association Incorporated [Aranda Afters] works to ensure that each child's enrolment is completed as per our legal requirements.

Additionally, we aim to ensure that each child and family receives an enrolment and orientation process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide.

3 IMPLEMENTATION

3.1 Aranda Afters is an inclusive service, and places a high priority on the principles of equal opportunity and inclusion in providing services to children and their families.

3.2 To assist with providing this care Aranda Afters will access available support, as required.

3.3 Enrolments will be accepted providing:

- a vacancy is available (Please see Priority of Access Guidelines below)
- the maximum daily attendance does not exceed the approved number of places of the service
- child-educator ratios are maintained across the service
- a correctly and fully completed Enrolment Form is submitted by the family.

3.4 Conditions of Enrolment

An enrolment in the Aranda Afters Outside School Hours (OSHC) Program is accepted on the basis that it is an enrolment for **each** week of the school term for the day(s) of the week requested in the enrolment and booking form – and, subsequently, allocated to a family during the enrolment process on an ongoing basis for the school year.

4 PRIORITY OF ACCESS GUIDELINES

Children who are enrolled at Aranda Afters, and then those whose families are seeking a place at the service, will be given Priority of Access in accordance with the guidelines that have been established by the Department of Education.

4.1 The Priority of Access Guidelines which Aranda Afters must follow when filling vacancies. The priority access levels are:

Priority 1 A child at risk of serious abuse or neglect.

Priority 2 A child of a single parent/carer who satisfies, or of parents/guardians who both satisfy the work/training/study test under Section 14 of the A New Tax System (Family Assistance) Act 1999.

Priority 3 Any other child.

4.2 Within these main Priority categories, a subsequent Category A priority should also be given to:

- Aboriginal and Torres Strait Islander families.
- Families which include a disabled person.
- For families on low income. For more information, please refer to [this website](#).
- Families from culturally and linguistically diverse backgrounds (where the child is identified as receiving support for inclusion in Aranda Primary School's English as an Additional Language or Dialect [EALD] class).
- Socially isolated families.
- The family of a single parent.

- 4.3 Aranda Afters also has a subsequent, internal Category B priority for placements which, in priority order, are:
- Children of Aranda Primary School teaching staff who are enrolled at Aranda Primary School.
 - Children of Aranda Afters staff who are enrolled at Aranda Primary School.
 - Children of currently elected members of the Aranda Afters Committee, who are enrolled at Aranda Primary School, and who have served at least five (5) months as a committee member at the time of enrolment for the following year.
 - Children attending Aranda Primary School.
- 4.4 In accordance with the Priority of Access Guidelines and Aranda Afters internal priorities (Category A & B priorities above), applications for enrolment at Aranda Afters are processed in order of the date and time they are received.
- 4.5 Wherever possible, children from the same family will be given identical enrolment days, if these have been uniformly requested.
- 4.6 **Processing Applications**
- Where there are more applications for places than those available during the initial enrolment period (see section 6.1 – **Enrolment Period**), Aranda Afters will:
- Apply the Priority of Access Guidelines and Aranda Afters internal priorities to enrolment applications;
 - Apply an allocation formula to all remaining children based on allocated preferences where families are, in turn, allocated their highest preferences requested given the remaining vacancies available; and
 - Generate a waiting list for families who did not receive some, or all, of the days they requested on their enrolment form.
- 4.7 If you intend to apply for a priority placement, it is essential that you complete your enrolment form as accurately as possible. If you believe that your priority has been misrepresented, contact the Director via email when lodging your application to ensure the best possible opportunity of securing a place.
- 4.8 **Applications received after the enrolment period**
- Applications for enrolment will still be accepted after the close of the initial enrolment period.
- If places are available at the service they will be allocated in order of the date and time of receipt of the application; or
 - If there are no places available on the day(s) requested the child(ren) will be placed on the waitlist in accordance with the external and internal priorities above in order of the date and time of receipt of the application (ie: the allocation formula will no longer apply).
- 4.9 Upon notification of enrolled days, families will be notified of their priority. A child with a priority three (3) under the priority of access guidelines, may be required to reduce days or leave in order to make a place for a higher priority child. This will be applied to those who are newest to enrol and then progress to those who were first to enrol.
- 4.10 Government regulations state that a child care service may require a Priority 3 child to vacate a place to make room for a child with a higher priority. They can only do so if you:
- Are notified when your child first entered care that your service follows this policy.
 - Are given at least 14 days' notice of the need for your child to vacate their places(s).

- 4.11 Please see: <https://www.education.gov.au/priority-filling-child-care-places> for more information on priorities for allocating places.

5 ENROLMENTS

- 5.1 Enrolments at Aranda Afters are accepted on the understanding outlined in section 3.4, **Conditions of Enrolment**, of this policy.
- 5.2 Each year families will need to apply for their days of care and submit a new enrolment form. Permanent placements in one year of enrolment do not roll over to the next or subsequent years.
- 5.3 An enrolment and booking form is required when families apply for child(ren) to attend Aranda Afters. An annual, non-refundable, account keeping and membership fee is charged upon the submission of an enrolment form, and each year of attendance to maintain membership.
- 5.4 The On-Line Enrolment Form is accessed via a link that is sent to families at the commencement of the enrolment period or via the Aranda Afters website once enrolments have been opened.
- 5.5 Depending on the demand for enrolment, regular places cannot be guaranteed.
- Once daily limits have been reached, all subsequent applications will be placed on a waiting list in accordance with the provisions outlined in section 4.6, **Processing Applications**.
 - Children will not be considered for enrolment and/or be placed on a waiting list unless an enrolment form has been correctly completed and submitted to Aranda Afters.
- 5.6 When a family has indicated their interest in enrolling their child in our service, the following will occur:
- The family will be provided with an enrolment and booking form, handbook and will be informed about the Aranda Afters website to obtain further information.
 - If requested, a meeting and/or tour of the service will be organised to familiarise families with the service and staff. This provides an opportunity to consider and address any special requirements (which may be identified by the service and/or the family).
- 5.7 Open Days:
- During term four we will conduct open days for new parents. Participation in an open day does not guarantee an offer of a place in the Aranda Afters Program.
 - These sessions will be allocated to families. If a family is unable to attend their allocated day they will need to contact the Director to organise an alternate day.
- 5.8 Before the first day of attendance:
- We encourage families to look at our website for further information about the daily activities, menu and program offered by Aranda Afters. The website can be found at <https://www.arandaafters.com>.
 - We encourage families to visit the service and familiarise themselves and their child(ren) with the daily operations of the program.
 - Families may need to contact the Family Assistance Office (Department of Human Services) – or use the link <http://www.humanservices.gov.au/customer/subjects/assistance-with-child-care-fees> - to have their eligibility for Child Care Benefit assessed.
- If these details are available, we will complete the child(ren)'s formal enrolment. Should a family still need to access this information, we will complete an informal enrolment until these details are finalised.

5.9 Before the child begins their first day, the service must have all required documentation for the child. The child will not be accepted into the service without this being completed.

5.10 On the child(ren)'s first day:

- parent(s) must inform their child(ren)'s school teacher if their child(ren) will be attending Aranda Afters
- the child is welcomed
- kindergarten children will be collected from their classroom; all other years make their way to their designated roll area unless an alternate arrangement has been made previously
- the child(ren) will be shown where to sign in and place their belongings
- the child(ren) will be buddied with another child and introduced to the staff
- families are invited to be present for the **first hour** of their child(ren)'s attendance at Aranda Afters.

5.11 **Enrolment of children with diagnosed behaviour and social difficulties**

We will also work with each child's family to support any children with diagnosed behaviour and social difficulties.

However, a child's enrolment at our service may be terminated if the Director, or their nominated delegate, decides the child's behaviour threatens the safety, health or well-being of any other person at the service.

Please refer to our ***Relationships With Children Policy*** for further information.

5.12 **Information and Authorisations to be kept in the Enrolment Record**

Our Record Keeping and Retention Policy outlines the information and authorisations that we will include in all child enrolment records. It also outlines who is able to access enrolment forms.

5.13 **Other relevant information**

- We will try to accommodate families so that children from the same family can attend our service on the same days. This will be carried out in line with our obligations under the Priority of Access Policy.
- We encourage all families to consider immunising their children. Please see our Immunisation Policy for further information.
- In accordance with the National Law and Regulations, our educators will support each child to manage their own behaviour, respond appropriately to the behaviour of other children and communicate effectively to resolve conflicts.

6 ENROLMENT AND BOOKING PERIOD

6.1 Enrolment Period

Enrolments for the upcoming school year will open on the first Monday of November each year and close on the second Friday of November each year.

When completing the enrolment form families will need to prioritise their days of requested care in order of preference from one (1) and up to five (5).

6.2 Families will be advised, by email, of the outcome of their application for enrolment or continuation of enrolment by the end of the school year.

6.3 Families who submit their application to enrol or their request to continue their enrolment after the second Friday of November will be advised of the outcome, by email, by the end of January the following year.

7 ENROLMENT FEES AND PROCESSES

Aranda Afters enrolment fees are published in the current Handbook and are available from the Aranda Afters Office at Aranda Primary School.

The schedule of fees is reviewed annually by the Aranda Afters Committee and any changes to this schedule is discussed, and approved, by the committee as a result of this review process.

ENROLMENT FEES AND CHARGES

7.1 Fees are charged on the following basis:

- A non-refundable annual account fee is charged when the enrolment form is lodged.
- A fee is charged for each session in which a child is enrolled in the Out of School Hours Care (OSHC) program.
- Please refer to section 3.4, **Conditions of Enrolment**, of this policy for a definition of enrolment with Aranda Afters Association Inc.
- This fee is for the whole session (3.00 – 6.00 pm) and is payable regardless of the length of time attended at each session of the program.
- A late fee is charged if parents have not picked up their children by 6.00 pm. Regulations state that a minimum of two (2) members of staff must be on the premises whenever a child is present.

The fee will be charged when a parent arrives after 6.05 pm to pick up their child(ren). An additional full session fee will be charged for each unit of five minutes, or part thereof, that a parent arrives after this time.

Whilst this fee may not be charged on the first occurrence it will be charged for each subsequent occurrence.

Please note that there are also mandated regulatory requirements, as outlined in the [Education and Care Services National Regulations](#) that Aranda Afters staff are required to follow if parents are either regularly or excessively late in picking up their children from the service after our scheduled close of business.

- A separate schedule of fees applies for School Vacation Care (SVC) programs. This can be found in the 2020 Handbook, as well as the Fees Policy

7.2 Discounts on fees are offered when:

- A family with three or more children enrolled will receive a 10% discount on fees for the third and subsequent children enrolled in the OHSC program.

CASUAL ENROLMENTS

7.3 A casual enrolment is one which may be made available to families on a short-term basis. Casual enrolments may occur when the service has been advised that a family, holding a permanent enrolment, has notified the service of a variation to this enrolment (see [Error! Not a valid bookmark self-reference.](#) – sections 7.7 – 7.15) or if a place is available whilst not exceeding our licenced numbers and staffing ratios.

- A casual enrolment is offered under the same conditions as a permanent enrolment as outlined in this policy.
- The acceptance of a casual enrolment does not modify a family's placement on the waitlist or ensure a permanent enrolment.
- The offer of a permanent enrolment, and place of care, will be determined by the family's status on the waiting list for permanent places at the service.

HIGH RISK FAMILY ENROLMENTS

7.4 Aranda Afters recognises the need for families in a high risk situation to have access to Afters School Care. A high risk family is a family identified by Aranda Primary School as needing care to support the family and reduce risks to the child that may lead to Harm or Neglect. ☒ The Family is required to fill out all Aranda Afters enrolment information such as an enrolment form and Terms and Conditions.

7.5 Aranda Afters will work with Aranda Primary School with the aim to get these identified families into care under an approved Child Care Subsidy (CCS), where this is not possible Aranda Afters will accept a child into program at no charge under the following criteria:

- Aranda Primary School has provided a written referral
- The family is not eligible for CCS due to residential circumstance
- The primary carer is undertaking work or study and this is the purpose of their need for Afters

7.6 We will only approve each family for a period of 10 weeks within a school year at a time (equivalent to one term) and this will be reviewed if needed to be extended. Access is open to After School Care and Vacation care enrolments.

VARIATIONS TO ENROLMENT

7.7 **Cancellation of enrolment at OSHC**

- A minimum of **four weeks' written notice** is required if an OSHC enrolment is to be cancelled. Fees are charged during the cancellation period.
- If a replacement enrolment commences in this timeframe, fees will only be charged for the period of time that the place has been left vacant by the cancelled enrolment.

- This includes full enrolments or a reduction of the number of days being attended.
- All cancellations of enrolment must be in writing from the account holder responsible for payment.

7.8 Variation of enrolment at OSHC

Families may seek to vary their enrolments for a range of reasons. Variations will be considered using the following guidelines.

- If a family is seeking to add days to their enrolment, this will be dependent on the availability of the additional session(s) being requested and on the number of families who are currently on the waiting list for the day(s) being requested.

Families are placed on the waiting list in accordance with the priorities outlined in our enrolment guidelines.

All Variations of enrolment must be in writing from the account holder responsible for payment.

7.9 Temporary Reduction of Enrolment at OSHC

A family may request a temporary reduction in the enrolment due to changing circumstances such as a family holiday, change of work rosters, or other reason.

Families are able to request for one period of a temporary reduction in their enrolment per school academic year.

- A ***minimum of four weeks' written notice*** is required if a family requests a temporary reduction of enrolment. Early return from a period of temporary reduction of enrolment is subject to the availability of a place to accommodate this request. Fees will still be charged during this time unless a temporary or casual enrolment, from another family, is available to utilise the space created by the temporary absence. Fees will then be credited back to their account on a pro-rata basis.
- Temporary reductions of enrolment are available for up to a maximum of twenty (20) school days. The only exception to this limit will be where a family is going on an extended trip and the child(ren) will be absent from school for the period of the temporary reduction of enrolment. The above guidelines still apply to fees, however.

All Temporary Reductions of enrolment must be in writing from the account holder responsible for payment.

7.10 Cancellation of School Vacation Care (SVC)

A minimum of **two business days'** notice is required for cancellation of attendance at the SVC Program.

7.11 Cancellation of Casual place

A minimum of **one week** notice is required for cancellation of attendance of a Casual place at After School Care.

ABSENCES

- 7.12 Parents need to notify Aranda Afters if a child is going to be absent by 2:00pm on the day of absence. Please note that this is separate to notifying Aranda Primary School if a child is absent from school.

Any absence unless covered by section 7.9, **7.9 Temporary Reduction of Enrolment**, (above) will incur the regular fee for the session(s) not attended.

- 7.13 A **No Notice Fee** will be charged if notice of an absence is not provided by the 2:00pm daily deadline. The fee will be added to the next account for the child(ren) when follow-up contact is required if notification of an absence has not been provided. Fees can be found in the 2020 Handbook, as well as the Fees Policy.

UNACCOUNTED FOR CHILDREN

- 7.14 If a child who is enrolled to attend the service has not been signed in and notification of absence has not been provided by the 2:00pm daily deadline, Aranda Afters will commence contacting all listed authorised contact(s)/collector(s) for the child, listed on their enrolment form. If the call is not answered, a voice message will be left, instructing the authorised contact to return the call as soon as possible.
- 7.15 If at such time as all authorised contact(s)/collector(s) have attempted to be contacted and 30 minutes has elapsed since contact without any response, the child will assume to have been unaccounted for and Police will be contacted to notify of the unaccounted for child.

8 DEPARTURE OF CHILDREN

- 8.1 All children must be signed out by their parent or an authorised person.

A late collection fee will be charged at the rate of **one OSHC session fee per five minutes, or part thereof**, for the late arrival of a parent and finalisation of pick-up of a child, **after 6.05 pm**.

- 8.2 The rolls are kept in the hall entry area.

Parent(s) and other people authorised to pick up children may need to identify themselves to the senior member of staff when collecting their child(ren) and have available photo identification upon request.

- 8.3 **Permanent Authorisations for the Collection of Children**

Authorisations to collect children from Aranda Afters are provided on the enrolment form.

Additional authorisations can be added by emailing admin@arandaafters.com

Any changes to permanent authorisations must be completed and submitted **at least 24 hours** before they come into effect.

To assist with the safe and prompt departure of children from the service, you must please inform us, in writing, if a different person will be picking up your child(ren) and provide the required information upon request by the service.

8.4 Temporary Authorisations for the Collection of Children

We appreciate that emergency, or “one off”, situations arise which may require families to request an alternate arrangement for the pick-up of a child to those indicated in their enrolment information.

These will be accepted on a once-only basis provided **by email to admin@arandaafters.com no later than 1.30 pm** on the day that the temporary authorisation is required.

Temporary authorisation notifications need to provide the name, and contact phone number, of the person who will be picking up the child(ren) and indicate the approximate time that the child(ren) will be picked up.

If the person is unknown to the staff member on duty at the rolls table they will need to show photographic identification before being able to sign the child(ren) out of the service.

- 8.5 If the parent or authorised person forgets to sign the child out they will be contacted by telephone to ensure the safety of the child(ren). This will incur a cost to the parent to cover the staff time required to make contact. If the departure is verified the child(ren) will then be signed out by the Director or another member of staff.

Children can only be collected by a parent, an authorised nominee named on their enrolment record, or a person authorised by a parent or authorised nominee to collect the child.

- 8.6 Children may leave the premises if a parent or authorised nominee provides written authorisation for the child to leave the premises, including authorisation to go on an excursion. This written authorisation must be provided to the service via a completed ‘Children Departing the Aranda Afters Service Signing Out Authorisation’ form (Appendix 2) at least one day prior to the proposed departure day.

- 8.7 The Director and senior staff will ensure that the authorised nominee pick-up list for each child is kept up to date. It is our policy that we do not allow anyone under the age of 16, without the account holder’s authorisation, to collect children.

- 8.8 No child will be released into the care of an unauthorised person. Parents must give prior written notice where:

- The person collecting the child is someone other than those mentioned on the enrolment form (eg: in an emergency); or
- There is a variation in the persons picking up the child, including where the child is collected by an authorised nominee who is unknown to educators.

If educators do not know the person by appearance, the person must be able to produce some photo identification. If educators cannot verify the person’s identity they will be unable to release the child into that person’s care.

- 8.9 If the person collecting the child appears to be aggressive, intoxicated, or under the influence of drugs, and educators feel that the person is unfit to take responsibility for the child, educators will:

- Discuss their concerns with the person, if possible without the child being present.
- Suggest they contact another parent or authorised nominee to collect the child.
- Trigger a service lock down procedure.
- Educators will inform the police of the circumstances, the person’s name and vehicle registration number (if it can be obtained) if the person insists on taking the child. Educators cannot physically prevent an incapacitated parent from collecting a child, but must consider their obligations under the relevant child protection laws.

- 8.10 If a child has not been collected by the time we are due to close the service, the Nominated Supervisor will:
- Attempt to contact the parents or other authorised nominees. (Earlier attempts may have also been made to contact the parents and nominees).
 - Leave a voicemail or SMS message on the parent’s phone if they do not answer advising he or she will wait up to 30 minutes before ringing the police or Child Protection Hotline.
 - Wait for 30 minutes and, if the parents or authorised nominee has not arrived, ring the police or Child Protection Hotline for guidance on the appropriate action to take.
- 8.11 At the end of each day educators will check the premises including outdoors and indoors to ensure that no child remains on the premises after the service closes.
- 8.12 Children may leave the premises in the event of an emergency, including medical emergencies.
- 8.13 Details of absences during OSHC and SVC programs will be recorded.

9 COLLECTION OF CHILDREN WHO ARE SICK OR DUE TO UNACCEPTABLE BEHAVIOUR

- 9.1 The Director, or delegate, will notify parents as soon as possible if a child becomes too ill to stay at Aranda Afters – or if their behaviour is unacceptable, particularly if it represents a risk to the health and safety of other children or staff.
- 9.2 We do not have the facilities to look after sick children. Parent(s), or an authorised person, will be required to collect their child(ren) as soon as possible.
- 9.3 This will also apply when the Director considers a child to be behaving in an unacceptable manner and not responding to guidance from educators.
- 9.4 When a child is not collected within half an hour of their parent(s) or emergency contacts being contacted, an additional fee will be charged to cover the additional supervision costs incurred. After the first half an hour, a fee of a full session cost, will be charged per quarter hour, or part thereof, that the child remains in the care of Aranda Afters.

10 SCHOOL VACATION CARE (SVC) PROGRAM

Aranda Afters provides a School Vacation Care (SVC) Program on a regular and casual basis.

The SVC program runs from 8.30 am 6.00 pm, Monday – Friday, during ACT school vacation periods (excluding public holidays and from the end of fourth term until January 2, or the Monday immediately after this date, the following year during the Christmas vacation).

- 10.1 Detailed information on our SVC program and the enrolment forms will be available two weeks prior to each holiday period. Information about costs for the SVC program is included in the enrolment form for each SVC program.
- 10.2 Casual users of the SVC Program must notify the Director in advance of their requests to use the Program. Availability will be subject to places available for the day(s) requested.

10.3 Excursions and Onsite Activities.

The SVC Program may also include excursions and onsite activities which are included in the standard daily cost for the SVC Program.

NB: **Two business days'** notice is required for cancellation of attendance at the SVC Program.

ATTENDANCE RECORDS AT THE SVC PROGRAM

- 10.4 It is a legal requirement that this information is completed correctly and on a daily basis.
- 10.5 Parents are required to sign their child(ren) in and out of the SVC Program on the rolls provided for each day that their child(ren) attend the SVC Program.
- 10.6 Children must be signed in and out by an authorised adult, as specified on the enrolment form for the SVC Program. These records are used for attendance checks.
- 10.7 The attendance records (sign-in and sign-out) are used to ensure that:
- All enrolled children have arrived at the SVC Program.
 - All children are accounted for and are safe during emergency evacuations.
 - All enrolled children have been safely collected from the SVC Program.
 - There are no children left on the premises at closing.

WHAT TO BRING TO THE SVC PROGRAM

- 10.8 ***Please prepare your child for the day with the following items:***
- A bag (labelled with name).
 - A lunch box (labelled) that contains a nutritious morning tea and lunch unless advised in the program that this will be supplied.
 - Plenty of nutritious food, as children will get quite hungry throughout our busy days.
 - A spare change of clothes including underwear and socks (labelled and in a zip lock bag).
 - A refillable water bottle (named).
 - Closed in shoes.
 - A sun smart hat (labelled with name, no caps please) as advised by the Cancer Council.
 - Sun smart clothing (no singlets or sleeveless dresses).
- 10.9 Bicycles, scooters and skateboards are allowed at the holiday program everyday as long as the correct safety gear is worn whilst using them.
- 10.10 Check daily program for any special requirements.
- 10.11 ***Children are not to bring:***
- Toys, trading cards or any other items banned from school.
 - Electronic games, devices or equipment.

11 SOURCES

- Work Health and Safety Act 2011.
- Work Health and Safety Regulations 2011.
- Child and Young People Act 1998.
- Education and Care Services National Regulations 2011.
- National Quality Standard.
- A New Tax System (Family Assistance) Act 1999.
- My Time, Our Place Framework for School Age Care.

12 APPENDIX 1 – NOTIFICATION OF LATE COLLECTION FEE

Parent Copy



ARANDA AFTERS ASSOCIATION INCORPORATED

NOTIFICATION OF LATE COLLECTION FEE

Date: / /

This is to inform you that you have collected your child(ren) late and you will receive a late fee, in accordance with section 8.1 of our Enrolment Policy. This fee will appear on your next account.

Child(ren)'s Name:

Time of collection pm

Fee to be charged \$

Name of Staff:



Office copy



ARANDA AFTERS ASSOCIATION INCORPORATED

NOTIFICATION OF LATE COLLECTION FEE

Date: / /

This is to inform you that you have collected your child(ren) late and you will receive a late fee, in accordance with section 8.1 of our Enrolment Policy. This fee will appear on your next account.

Child(ren)'s Name:

Time of collection pm

Fee to be charged \$

Signature of Parent:

Name of Staff:

The top half of the form is to be completed and returned to the parent/authorised person collecting the child(ren).
The bottom half of the form is to be placed in the book-keeper's draw for collection.

13 APPENDIX 2 – CHILDREN DEPARTING THE ARANDA AFTERS SERVICE

SIGNING OUT AUTHORISATION

Children Departing the Aranda Afters Service

Signing Out Authorisation

In line with National Regulations, it is permitted for children to sign themselves out of the Aranda Afters service and depart the service, as long as they

“leave the premises in accordance with the written authorisation of the child’s parent or authorised nominee named in the child’s enrolment record”

At Aranda Afters, these authorised persons are those listed as Primary Contact / Parents on the Aranda Afters Enrolment Form 2019. From time to time, parents request that children depart the service to attend additional offsite activities, or as part of the ongoing development and independence of children. If you would like to access this process, please complete the form below and return it to Aranda Afters.

I/We _____ (parents/primary contacts)

Allow my/our child _____ (child’s name)

To be able to depart Aranda Afters on or after _____ : _____ pm (time)

And (please tick)

- Will be returning to Aranda Afters by _____ : _____ pm (time)
- Will not be returning to Aranda Afters for the day.

For the purpose of _____ (activity).

On (please tick all applicable):

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

I understand that any child departing the service must be signed out at the sign in/out area by a Program Coordinator prior to their departure and cannot leave the service of their own accord. I understand that Aranda Afters Duty of Care ceases at such time that the child is signed out of the service and that at this time, Duty of Care is assumed by the Parent / Primary Contact signed below. I understand that if any child is returning to the service, they must be signed back into the service at the sign in/out area by a Program Coordinator. Duty of Care will remain with the Parent / Primary Contact until such times as any children has been re-signed into the service by a Program Coordinator.

This is to commence from _____ / _____ / _____ (date) and (please tick)

- Is ongoing
- Will cease on _____ / _____ / _____ (date).

Signed: _____
Parent / Primary Contact

Date: _____ / _____ / _____

Signed: _____
Child

Date: _____ / _____ / _____