



## AFTER KINDER CARE POLICY

The aim of the Farm Road Pre-School After Kinder Care (AKC) Program is to provide a high-quality education and care program which meets the recreational, social and developmental needs of 4YO children within the Pre-School community.

The program is offered to children currently enrolled in the 4YO program, and aims to provide parents with extra hours of supervised and child centred after hours care. After Kinder Care has nothing to do with the regular Kinder program, but Debbie Horner (Nominated Supervisor and 4-year-old teacher) is always on the premises when the After Kinder Care is happening as added support if needed.

The After Kinder Care program is operated by Cherie Wonder who is a Diploma qualified Early Childhood Educator.

Our objectives and strategies can be found on the Farm Road Pre-School website: <https://www.farmroadpreschool.com.au/aboutus>. Parents/guardians are invited to view the website for a complete listing of the Policies pertaining to the operation of the Kinder and its programs.

### Session Times & Fees

Day	Session Time	Fee – Permanent Booking	Fee – Casual Booking
Monday	3pm to 5pm	\$20 per session	\$25 per session
Thursday	1pm to 5pm	\$40 per session	\$50 per session

### Session Availability

Bookings may be made on a permanent (whole term/year) or casual basis. If applications exceed 8 children, a second educator will be engaged.

#### Permanent Bookings:

Permanent Bookings are positions guaranteed in After Kinder Care on a regular basis. Bookings must be made prior to the commencement of each year, and a place will be confirmed by the Business Manager.

Full term fees must be paid in advance in order to secure a place.

Fees will not be charged for public holidays or pupil free days, however they will not be refunded in the case of illness, family holidays or other absence.

Notice of absence on the day/days of booked care is required by 9.00am on the booked care day, so as to allow for any casual bookings which may be requested.

#### Casual Bookings:

Casual bookings may be available upon request, and will be accepted where there is a vacancy for the day/session. Advance request of casual bookings is recommended where possible.

Where a casual booking request is made on the day required, there is a possibility that a place may not be available.

Casual bookings are subject to a \$10 cancellation fee if inadequate notice of cancellation is given i.e. advice of cancellation is not received by phone or email by 9:00am.

Under a casual booking arrangement, fees must be paid on the day of the booking.

## **Booking After Kinder Care**

Bookings may be made via the following link:

[After Kinder Care Booking Form](#)

The Business Manager will send you an invoice within two business days of your application. As soon as the Pre-School has confirmed receipt of your payment, you will be advised that your place has been secured

Casual bookings must be paid for prior to, or on the day (\$25 – Monday, \$50 – Thursday). In an emergency, a booking may be made directly to the Pre-School on 03 9584 2328.

## **Payment of After Kinder Care Fees**

Invoices for After Kinder Care sessions will be issued to the parent/guardian upon receipt of the booking by the Business Manager.

Payments may be made to the Farm Road Pre-School bank account:

Account: Farm Road Pre-School  
BSB: 633-000  
Number: 133 657 213