



## AFTER KINDER CARE POLICY 2025

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 our Pre-school community.

The program is offered to children currently enrolled in the 4YO program, and aims to provide parents with additional hours of supervised and child centred after hours care.

After Kinder Care is unrelated to the funded Kinder program, but Debbie Horner (Nominated Supervisor and 4-year-old teacher) is always on the premises when the After Kinder Care program is running.

The After Kinder Care program is led by Cherie Wonder who is a Diploma qualified Early Childhood Educator, and a permanent Educator in our 4YO Wallaby group.

Cherie is supported by Robyn Brown and Amy Zhang - both of whom are highly experienced Educators in our 3YO Bilby and 4YO Wallaby Groups.

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 Bookings	Fee - Casual Bookings
Monday	3pm to 5pm (2 hours)	\$20 per session	\$25 per session
Tuesday	1:30pm to 5pm (3.5 hours)	\$40 per session	\$50 per session

As a not-for-profit Association, our After Kinder Care Fees are set based on what it costs to employ qualified educators for the sessions.

It is therefore very important to note that there will be **no refunds for absences**, as we need to ensure that there are adequate educators for every session - whether your child is in attendance or not.

Parents may collect their children at any time throughout the session, however the **full fee will be charged**.

Due to service licensing requirements, it is very important that your child is collected and has **exited our premises by 5pm**.

A late collection charge will be applied if you are late to collect your child from the program. Please see our Fee Policy for additional information.

\* Please note that After Kinder Care does not qualify for Free Kindergarten as it is offered in excess of the funded 15 hours of Kindergarten.

\*\* Our service is ineligible for Child Care Subsidy (CSS) approval as we are an early childhood service that primarily provides education to children in the 2 years before school.

### Session Availability

Bookings may be made on a permanent (whole term/year) or casual basis.

#### Permanent Bookings:

Permanent Bookings are positions guaranteed in After Kinder Care on a regular basis. Expressions of interest must be made prior to the commencement of each year (an

application form will be sent with enrolment forms), 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, 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 notice of casual bookings is recommended where possible (please email [debbie.farm.rd.kin@kindergarten.vic.gov.au](mailto:debbie.farm.rd.kin@kindergarten.vic.gov.au) or SMS the Kinder: 0402 375 101.

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 will be invoiced within 48 hours of the session, and are payable upon receipt.

### **Booking After Kinder Care**

Expressions of interest may be made via the following link:

[After Kinder Care Booking Form](#)

Permanent Bookings: The Business Manager will send you an invoice for the full Term at the beginning of each Term (once the program has commenced). As soon as the Pre-School has confirmed receipt of your payment, you will be advised that your place has been secured for the Term.

Casual/emergency bookings: in an emergency, a booking may be made directly to the Pre-school on 0402 375 101 or by emailing Debbie ([debbie.farm.rd.kin@kindergarten.vic.gov.au](mailto:debbie.farm.rd.kin@kindergarten.vic.gov.au)).

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

Invoices for After Kinder Care sessions will be issued to the parent/guardian at the beginning of each Term (permanent bookings), or within 48 hours of a casual booking.

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

Account: Farm Road Pre-School  
BSB: 633-000  
Number: 133 657 21