

Asquith Community



After School Care
Centre Inc.

POLICY HANDBOOK

We have created this handbook to make you aware of the policies most important to you and your child's time at After School Care. Please familiarise yourself with this handbook!

(02) 9477 1998

lee-ann@asquith-oosh.com

Fee Schedule



Annual registration Fee	\$50 per family
Family Bond	\$100 per family

Before School Care

Permanent Booking	\$16.31 per session
Casual Booking	\$16.31 per session

After School Care

Permanent Booking	\$23.62per session
Casual Booking	\$23.62per session

Vacation Care

Daily Rate - In-Service	\$78.74 per session
Daily Rate - Excursions	\$84.35 per session
Booking Deposit	\$65 per week

Additional Fees

Search Fee	\$30
Late Fee	\$20 per 15 minutes



Booking options

Permanent and Casual Bookings

At times, same day or same week casual bookings will not be available due to licensing and staffing restrictions. If this is the case only children with a permanent booking may attend.

Permanent bookings secure your child a place for each session you have booked. Permanent bookings are reoccurring from week to week and we require two weeks notice to cancel a permanent booking.

If spots are available casual bookings may be made at any time through the MyFamilyLounge app. If same day casual bookings are made, please call the school to ensure your child knows to attend After School Care. If your child is in Kindergarten, please also inform the centre that you have made a casual booking for your child.



Absences, Cancellations and Additional Fees

Permanent bookings (BSC and ASC)

- Two week's notice is required in order to cancel a permanent booking. If two week's notice is not provided, the full fee for these two weeks will be charged.
- Full fee will be charged in the instance of absences
- Child Care Subsidy is paid for absentee days, up to 42 absent days for each child per financial year.

Casual bookings (BSC and ASC)

- Full fee is charged unless 24hrs notice is provided when cancelling a child for a casual booking.

Vacation Care

- The full daily session rate is charged for any session cancelled without giving the required 7 days notice including in instances of illness .
- If a child is sick for two or more days a doctors certificate is required to relieve the family of paying the session fees

Additional Fees

- In the instance families do not inform the center of their child's absence, a \$30 search fee will be charged to the families account
- Any parent who collects their children after 6.30pm will be charged a late fee of \$20 for every 15 mins (or part thereof) after 6.30pm. Please inform the center if you are running late.

Delivery and Collection of Children

- Parents are required to enter the service to 'sign in' and 'sign out' their child using the electronic devices
- Parents are not to sign children in at any time before the opening hours of the service (7:00AM)
- Any person who is collecting a child from the service must be listed as an authorised nominee on the child's enrolment form with their contact details.
- Parents/guardians must inform the service via email if the child/ren are to be collected by an alternate pick-up person.
- Children are not to be collected by anyone under the age of sixteen.

Food and Nutrition

- The centre serves breakfast and afternoon tea each day
- The centre stops serving hot breakfast at 8:00am, cereal is available until 8:15am
- Parents are responsible for notifying the centre of any dietary requirements and updating the child's enrolment form to reflect this
- The centre will not take responsibility for managing food intolerances or dietary requirements which are not documented on the child enrolment form
- During Vacation Care the centre does not provide food, families will need to pack morning tea, lunch and afternoon tea.