

A1 FUN

Out of School
Hours Care

PARENT HANDOUT

Phone - 08 95347233



Your Child's "Home Away From Home"

Service Provider - A1 Fun Pty Ltd. PR- 00007186

Dear Parents,

Welcome to A1 Fun. Thank you for entrusting us with the care of your child. We provide high quality Before Care, After Care, Pupil Free Days and Vacation Care for kindy and primary aged children and early teens.

Our motto is to provide a "home away from home "and there are loads of structured and unstructured fun actives on offer at every session. A lot of time and effort is put in by our qualified Educators.

Our programs are great value too, most families get a childcare subsidy discount (CCS) on their fees. Just about every family is entitled to something!! This reduces the fees for you. Please ensure you have applied to be assessed for the child care subsidy via Centrelink or for more info please go to the human services website. www.humanservices.gov.au

To top thing off, we ensure all our foods are healthy and nutritious and our activities inclusive, fun and safe! Children's and families input it valued!

Our Philosophy

We strive to provide a place where all feel at home, welcome and accepted. Children at an A1 FUN Centre will learn through play developing physically, intellectually, socially and emotionally at their own level and pace. We are free from discrimination regardless of culture, gender, religion, ability or appearance. We will implement the National Quality Framework Practices and meet the National Regulations aiming at high quality. This will in turn meet the expectations of our children, families, community and educators. We will embed sustainable practices that will make our staff, children and families environmentally aware of the future protection of our health, planet and humanity.

We encourage your involvement and input!!

Goals

The program will:

- Provide a safe, caring and stimulating environment
- Provide a wide variety of experiences and activities that are developmentally appropriate for the middle childhood phase specifically highlighting the value of play.
- Cater to the social, intellectual, physical, recreational and emotional needs and Interests of all children.
- Provide affordable quality care which is accessible by all children and their families including those from culturally and linguistically diverse backgrounds, low income families and those with special needs.
- Ensure that the needs of parents are acknowledged and respected.
- Provide friendly, warm, sensitive and co-operative staff.
- Offer a caring environment that promotes positive attitudes, personal growth, high self-esteem and respect for others.
- Prepare children for the future with developing life skills, respect, resilience and self-discipline.

ENROLLING IN THE PROGRAM

Enrolment is easy. All you need to do is complete our online enrolment form at aboutchildcare.net.au. If you have any issues with this please contact us. We do have paper forms available. Please ensure you select the correct my family lounge icon for A1 fun or Ace.

You will have the option of booking either as a permanent or casual user.

Permanent bookings - You can book set days every week that will carry on throughout the year.

These days can be altered if your circumstances change. Simply let the staff know in writing.

Casual bookings - you can make a booking at any time upon your needs, however, THIS WILL BE SUBJECT TO AVAILABILTY and incurs a casual fee. If your family details change please ensure you change them with the service.

CHILD CARE SUBSIDY SYSTEM (CCSS)

It is important that all families register with the family Assistance Office before they attend the program to receive their entitlement for discounts on our fees. Registration is not time consuming or stressful. Simply contact the **Family Assistance office on 13 61 50** for details on how to register. Many families **ARE** eligible for Child Care Subsidy (CCS).

All families claiming **Child Care Subsidy (CCS)** for approved child care must have their income assessed by the FAO, as CCS is a payment based on family income and circumstances. Families on the lowest incomes receive the highest rate of assistance. The CCS rate is gradually reduced as assessed by family income increases.

For more information please contact Centrelink

STATEMENTS

Statements are issued fortnightly, preferable by email all fees are expected to be paid 2 weeks in advance and they will reflect as such.

Preferred payment option is Debit success, please ensure the form is completed and returned to the service

FEE REDUCTIONS AND REWARDS

Fees MUST be paid TWO weeks in advance to hold your child's place for the following weeks. Fees MUST be paid weekly or fortnightly via debit success.

If your child doesn't attend the centre due to illness, holidays, public holidays or any other reason, fees **MUST** still be paid (if your child would normally attend on that day). The kiosk will ask you to confirm these absents.

A bond of \$100 is put in place to secure the enrolment, when leaving the service you will be refunded \$80.00. The \$20.00 covers administration fees. THE SERVICE REQUIRES TWO WEEKS NOTICE, IN WRITING, IF YOU NO LONGER REQUIRE CARE.

BOOKINGS

Permanent bookings made at the commencement of your child's care are guaranteed places for your child; this means that no other child can access this place. However, it does also mean, if you wish to change or add a day to your child's care the initial **booked** days must also be payed for. We are **unable to swap** days once they have been booked unless notice is given.

You can apply for fee reductions and can earn cash rewards/Bonuses for the following criteria **JUST ASK!**

- Regular customers
- Financial difficulties
- Large families
- Sibling discounts
- Positive child behaviour
- Volunteering for activities to improve the service and become involved with your children's care
- Paying fees on time
- Fees two weeks in advance

CHILDREN WILL NEED

Hats, bag, water bottle and anything special clothing they may require for excursions.

WE PROVIDE ALL FOOD -Breakfast before 8am, morning tea, lunch and 2xafternoon teas.

If children like special food and or snacks they are welcome to bring them.

PLEASE NOTIFY STAFF OF ANY SPECIAL DIETRY NEEDS.

CHILDREN BRINGING THINGS FROM HOME

We do not encourage this unless it is a special occasion. **WE DO NOT** take responsibility for damage or loss of any items if you chose to allow them to bring them to the service. **NO CAMERA'S** or photography of other children.

INFORMATION FOR PARENTS

We have an "open house program" so just ask the staff no question is too small! Policies are available and we also have a Transport file for you to familiarize yourself with the schools and routes we take for school pick- ups and drop offs. We have a Vacation Care file for parents that contain the daily activities, the excursions and the transport information. The menus for the food are also included in these files.

PLEASE ENSURE ALL YOUR INFORMATIO IS UP-TO DATE AT ALL TIMES TO ENSURE THE SERVICE CAN CONTACT SOMEONE AT ALL TIMES!!!

We are a professional service; we operate under the guidelines of the *Education and Care Regulatory Unit*; and are staffed by highly qualified and experienced professionals. Our staff are passionate and dedicated to their jobs and we are

completely confident that you and your child will feel like our staff are an extension of your family and the community.

When we say our centre is your child's "home away from home"- we truly mean it.

DRESS:

Parents are encouraged to dress their children appropriately for a full day of play (painting, water play, outdoors play etc.)

Clothing that is permitted to get dirty, (even although aprons are worn for messy play, where possible). Please provide shoes for your child on a daily basis as they may be necessary. Children are encouraged to take their shoes off whilst climbing and playing outside or on some excursions; this is to allow them to develop their sensory experiences and to better grip the equipment, it is also safer and often required at venues. Warmer clothes such as jumpers should also be put in your child's bag in case of weather changes; along with spare clothing (in case of accidents) and anything else they require ie. Security toys, special food requirements or extra snacks

LEAVING AND COLLECTING YOUR CHILDREN:

When entering and leaving the centre please remember to sign your child in AND out on the Qk Kiosk . The QK Kiosk is very important, as all information is used for children's attendances and charges. We are audited regularly and used for crucial childcare submissions.

The Kiosk is also used as our register in case of an emergency and in the need of an evacuation. Please use this EVERY time your child is in the centre; including days your child was booked but unable to attend (sick, public holidays etc.).

If someone other than yourself is going to pick up your child, please inform our staff verbally and in writing, with a brief description of the person and their full name and address.

If staff members have not met the person sent to collect your child, they are required to ask for identification, such as driver's license. If a person comes to pick up your child and staff have not received confirmation from you or they are not on the enrolment form your child **WILL NOT** be released to this person.

Please also take some time to talk to the staff about your child, whether to give them updates on your child's life (eating, experiences, family situations etc.) or to hear about their day. This is important in assisting us in creating a warm, understanding and supportive environment and building bridges between ourselves and your family.

PRIORITY OF ACCESS GUIDELINES:

Each centre must enrol children in accordance with the priority of access guidelines.

They are:

1. A child at risk of serious abuse or neglect.
2. A child of a single parent who satisfies, or both parents who satisfy the work/training/study test under section 14 of the Family Assistance Act.
3. Any other child.

Within each category the following children are to be given priority.

- Children in Aboriginal and Torres Strait Islander families
- Children in families, which include a disabled person
- Children in families with a non-English speaking background
- Children in socially isolated families
- Children of single parents

CENTRE LINK INCOME ASSESSMENT:

A fee relief application **MUST** be lodged with Centrelink. This is **your responsibility** and if this is not done you will be expected to pay **FULL FEES**.

There are no exceptions to this rule.

IMMUNISATION:

Parents/Guardians will be encouraged to immunise their child against all diseases appropriate to the child's age. A record of your child's current immunisation status will be kept at the centre. **Children who are not immunised, or do not have a complete immunisation record, will be excluded from care during outbreaks of some infectious diseases;** in accordance with the *National Health & Medical Research Council* exclusion guidelines- even if their child is well.

(Education and care services National regulations 2012 reg 4, 85-87, 88,168,177-178,183)

To obtain a record of your child's immunisations you can call ACIR on 1800653809

go to any Medicare office with your current Medicare card and they will print you out a record.

Access your records through the my Gov app
You can also contact Mandurah Community Health on 95864400 for information regarding immunisation.

TOYS AND TREASURES:

Please discourage your child from bringing toys from home. The service has lots of toys and equipment to play with; toys from home tend to get misplaced or broken. We will not take any responsibility for anything brought to daycare that is not required. War toys such as guns, swords, knives and fighting action figures are not permitted to enter our premises.

GRIEVANCES:

Please firstly talk to staff involved regarding any grievances you may have. Then, if the grievance has not been resolved to your satisfaction, please see the Co-ordinator and or Sue Gilbert the owner.
We are confident all matters can be resolved amicably and quickly.

MEDICATION:

Should your child be required to take medication while at the centre, a medication form must be completed. This must be filled out or medication will not be given. The dosage on the bottle must match the dosage written on the medication form or it will not be administered.

Medication must also be in the bottle, container or box purchased as this gives us information such as name of child, medication, expiry date and dosage to be given. Blister Packs are recommended if this is ongoing. If the medication has someone else's name on it we will not give it to your child.

Over the counter medications need to have your child's name, dosage and an authorisation from a parent.

You will need to sign the medication form upon collecting the child to acknowledge the dosage and time it was given.

ILLNESS & INJURY:

Please let staff know if your child has been unwell or has injured themselves since their last visit to the centre. Staff must also be informed if your child is having medication at home but not at the centre. The Co-ordinator may refuse to admit any children she feels is suffering from an illness that may be detrimental to other children in the centre. Your child will be excluded from the centre if they are suffering from highly contagious conditions such as diarrhoea, conjunctivitis etc. If your child becomes ill whilst at the centre,

staff will make every effort to contact you, informing you of the condition and recommending you take your child to a doctor if necessary.

WHAT DOES YOUR CHILD NEED TO BRING TO A1 Fun?

Sun hat, spare clothes, shoes and a bag large enough for lots of work, all clearly labelled with their name. Any food they may prefer to eat that we do not provide. A WATER BOTTLE CLEARLY LABELLED.

3-8 years: JUNIOR PROGRAM / 8-15 years: SENIOR PROGRAM

A bag that holds at least 1 complete change of clothes, a hat and a water bottle, all named. Any excursion requirements

9-13 years YOUTH PROGRAM

A bag that holds personal items, a hat and a water bottle, all named. Any excursion requirements

FOOD POLICY:

A1 Fun will provide the children with morning tea, lunch, afternoon tea and healthy snacks if needed according to the children's appetite and individual needs.

Meal times will provide positive learning experiences and social interaction; children will be encouraged to develop healthy eating habits.

Parents and guardians are encouraged to contribute ideas/recipes to enrich the variety and enjoyment of food. The meals will be planned with the children with parent input with each child's daily nutritional and multicultural needs taken into consideration.

SUN SAFE

We apply sunscreen all year, to encourage the habit of applying sunscreen before going outdoors. If your child has super sensitive skin and the normal sunscreen is not suitable, please supply us with one for your child, named of course. We will advise you when to replace the bottle. Children need their own hat, Broad Brim for the juniors and is recommended Seniors. We can provide hats are necessary but best practice is if they have their own.

We hope you and your child enjoy your time here. At A1 Fun Out of School Hours Care we encourage family participation and involvement at the service, so if you have time to spare, please rest assured that we welcome & encourage families to be active in the programs and are more than welcome to visit or stay when ever possible. So if you would like to participate in the daily life at the centre let any of our friendly staff know. We want the care of your child to be an extension of your family and ours.

Our policy file is available always & is located in the junior room.
Please ask a member of staff and we will be happy to get it for you.

A1 Fun OSHC has an open door policy; parents and family members are most welcome to visit our centre at any time. The centre Co-ordinator, Karena, is available to discuss any issues or queries you may have, as are all the staff. Alternatively, you can contact *The Child Care Licensing Board* on 6210 3333.

Once again, welcome and thank you for choosing A1 Fun OSHC.



Individual centre specifics

A1 Fun JTC

Mobile 0459534723 Email jtc@a1fun.com.au

Is located in the gym/ drama room at John Tonkin College, (35 Gibla Street Mandurah)

This service operates before school care, afterschool care, and vacation care.

Mon-Fri We are closed all public holidays

BSC 6.00am-9.00am

ASC 2.30pm-6.30pm

Vacation care 6.00am-6.30pm

Our service is broken into two age groups, to ensure we have an age appropriate program . Junior (4- 8yrs) and senior program (8-15yrs)

A1 Fun Greenfields

Mobile 0438198808 Email Greenfields@a1fun.com.au

Is located at, Greenfields Primary School. (9 Zambesi drive, Mandurah)

However due to our location on the school grounds, access to the service via Irrawaddy Drive is advised.

The service operates afterschool care only 2.30pm-6.15am **Mon-Fri** (We are closed all public holidays)

Vacation care is available at A1 Fun Pinjarra and A1 Fun JTC Mandurah.

A1 Fun Mandurah

Mobile Email Mandurah@a1fun.com.au

A1 Fun Out of School Hours Care

Is located at Mandurah primary school (18 Hackett Street, Mandurah)

The service operates before school care, after school care .

Mon- Fri

ASC 3.00pm-6.30pm

We are closed all public holidays

A1 Fun Pinjarra

Mobile Email Pinjarra@a1fun.com.au

Is located at The Murray leisure centre (16 Camp Rd, Pinjarra)

The service operates before school, after school care and vacation care

Mon- Fri

VAC 6.30am-6.30pm

We are closed all public holidays

Sister services

Ace Austin cove

Mobile 0459534922 Email admin@aceosh.com.au

Is located at Austin Cove Baptist College (Inlet Blv, South Yunderup)

BSC 6.30am-9.00am

ASC 3.00pm-6.30pm

Ace Early learning centre

Phone 08 95347233 email ace@aboutchildcare.net.au

Is located at 17 Fraser entrance and caters for the younger children 0-6 our opening times are 6.00am-6.00pm

If you would like further information please advise us

Fee table For A1 fun

A1 Fun Out of School Hours Care

<p style="text-align: center;"><u>BSC</u></p> <p>7.00-9.00 2 hr Charge</p> <p>6-9 3hr charge</p> <p>Kindy / PP Room drop off</p> <p>Casual</p>	<p style="text-align: right;"><u>\$27.00</u></p> <p style="text-align: right;"><u>\$35.00</u></p> <p style="text-align: right;"><u>\$29.00</u></p> <p style="text-align: right;"><u>\$35.00</u></p>
<p style="text-align: center;"><u>ASC</u></p> <p>3.00-4.00 Pm 1 hour</p> <p>ASC 3.5hr Charge</p> <p>ASC 4Hr charge</p> <p>Early close/room pickup 3.5 Hrs</p> <p>Casual</p>	<p style="text-align: right;"><u>\$15.00</u></p> <p style="text-align: right;"><u>\$29.00</u></p> <p style="text-align: right;"><u>\$32.00</u></p> <p style="text-align: right;"><u>\$30.00</u></p> <p style="text-align: right;"><u>\$38.00</u></p>
<p style="text-align: center;"><u>Vacation care</u></p> <p>12hr charge</p> <p>10hr charge</p> <p style="text-align: center;"><u>Kindy</u></p> <p>12 hr charge</p> <p>10hr charge</p> <p style="text-align: center;"><u>Casual</u></p> <p>12hr charge</p> <p>10 hr charge</p>	<p style="text-align: right;"><u>\$80.0</u></p> <p style="text-align: right;"><u>\$75.00</u></p> <p style="text-align: right;"><u>\$84.00</u></p> <p style="text-align: right;"><u>\$78.00</u></p> <p style="text-align: right;"><u>\$95.00</u></p> <p style="text-align: right;"><u>\$85.00</u></p>
<p style="text-align: center;"><u>Pupil free day</u></p> <p>Full day</p> <p>Half day</p> <p>Casual Full day</p>	<p style="text-align: right;"><u>\$85.00</u></p> <p style="text-align: right;"><u>\$50.00</u></p> <p style="text-align: right;"><u>\$95.00</u></p>

***All prices subject to change at any time.