

HOLSWORTHY BEFORE AND AFTER SCHOOL CARE

INFORMATION SHEET

Centre contact details:

Centre phone number: 9825 3080
Coordinator's number: 0419 429 162
Address: Holsworthy Public School,
Corner Infantry Pde &
Heathcote Road,
Holsworthy
CRN:
BASC: 555014669T
VC: 555014 671V
Manager's phone number: 9606 9628



Coordinator: Amanda Lahey

Details of care provided:

Weekdays in school term
Before School Care \$13.50
6.30am to 9.00am
After School Care: \$17.50
3 pm to 6.00pm
Vacation Care and DET days: \$41.50
6.30 am to 6pm

During school holiday period, please check
Vacation Care Booking Form for exact dates
and prices for Incursions and Excursions

PARENTS' RESPONSIBILITIES FOR DROP OFF AND PICK UP OF CHILDREN

Arriving in the morning:

- Children need to be accompanied to the room by an adult (a person that is over 18 years of age).
- The child needs to be signed into the Centre using the sign in/out sheet. This requires a signature and time of arrival.
- Bags need to be placed in the bag room.
- Parents need to hand the child over to a staff member providing any necessary information about the child e.g. they have been unsettled throughout the night.
- If there are health/dietary needs or medication needs to be administered please ensure the appropriate authority forms are completed, and clear instructions given to the staff member in charge for the session.
- Please notify staff of any changes in daily enrolment routines. Children may be missed at pick up points if staff have not been advised to expect them.

Picking up in the afternoon

- The person picking up the child must be an authorized person as per the child's enrolment form. This person must be an adult. If a non-authorized person is picking up the child, please call staff prior to collection to advise of change. Identification must be produced to Centre staff prior to collection.
- The child must be signed out with the exact time of departure on the sign in/out sheet.
- Newsletters and invoices must be collected from the child's folder.
- All children's belongings must be collected at the end of each day.

Booster seats for the bus

- The BASC provides 4 booster seats on the bus for children under 7yrs of age or under 28kg in weight. If we have insufficient booster seats parents may be asked to supply one to meet their child's needs.



CCW Crystal Morton

Staff Information

Coordinator:
Amanda Lahey

Child Care Worker:
Crystal Morton

Manager Community Services
Maria Parkinson

Please feel free to speak to staff if you have any questions or concerns. During the year you will also see a range of other support staff within the Centre that will provide further assistance to the permanent staff.



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BASC PICK UP & DROP OFF PROCEDURES FOR YOUR SCHOOL

Before school care

Holsworthy BASC prides itself on its efficient transport system that ensures all children arrive safely and on time to their respective schools. In order to achieve this the following procedures have been put into place:

- Holsworthy School children are walked into the school grounds by BASC staff at 8.45am
- Bus children are escorted to the bus at 8.30am by 1 staff member and are assisted with putting on seat belts.
- At the start of each term the bus rules are reviewed with the children.
- Children are driven to their school and assisted off the bus by the BASC staff member and dropped off at the designated spot as per an agreement with each school's principal.
- When the designated area is not within the school grounds the BASC staff member escorts the children onto the school property and ensures their safety.
- Unless required by parents children are dropped off to school only when a teacher is present and on duty.
- You will notice that staff will sign your child out of the program of a morning as per requirements of our funding body Community Services, Department of Human Services.
- Names are marked off the Centre roll so that the whereabouts of each child is monitored at all times.

After school care

We endeavor to have children in the care of the BASC staff member within 5 minutes of the school bell ringing. Where this is not possible, procedures have been put in place to have children supervised by school staff until the bus or the BASC staff member arrives.

- Children are to make their way to the designated meeting point. Kindergarten children are collected from the Kinder room.
- A role is marked by the BASC staff member and children either walked to the Centre or are assisted onto the bus and seat belts fastened.
- Back at the BASC children are escorted from the bus to the Centre under the supervision of the staff.
- Inside, the children put their bags in the bag room and wash their hands in preparation for afternoon tea and roll time.
- If children are not present at the school when the roll is marked, contact is made with the parents to ascertain the child's whereabouts.
- You will notice that staff will sign your child into the program of an afternoon as per requirements of our funding body Community Services, Department of Human Services.

ADDITIONAL INFORMATION

Friendly reminders

- Your fortnightly invoices will be stored in your child's file pocket, kept in the entry foyer.
- Payment of fees can be made by eftpos or cheque at the centre.
- Overdue fees puts your child's care at risk of cancellation.
- The children spend time outdoors in the afternoon so please send a hat and sunscreen in your child's bag daily.
- Please remember you are welcome in the Centre at anytime. If you would like to participate in an activity speak to the Acting Coordinator so appropriate arrangements can be made.
- We encourage you to keep abreast of happenings at the Centre through our regular newsletter which will also be placed in your child's file pocket.
- Our policy manual is out on display for parents to access at any time. If you want a copy of any of our Centre policies please speak with the Coordinator.
- The Centre has a suggestion box that can be used by both parents and children, you will also find the Parents' Comment Book in the foyer.
- If at any time you are unhappy with the service parents should discuss any issues with the Centre Coordinator during BASC hours or alternatively you can contact the Manager, Maria Parkinson on 9606 9628 during normal business hours.

Enrolment fees

- \$30 per child and \$50 per family once off payment (2 or more children)
- \$10 per year per child. \$20 per family for vacation care if not already registered with BASC (i.e. casual users)

Penalty Fees

Please note the following penalty fees apply:

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| • Late pick up per 15 minutes | \$20 |
| • Late payment of invoices | \$10 |
| • Failure to notify service of any enrolment changes | \$5 |
| • No prior booking | \$5 |
| • Search fee | \$5 |
| • Not signing child into centre | \$5 |

About us:

The Junction Works is a Not-For-Profit organisation and has Public Benevolent Institution status.

We focus on delivering creative and innovative community services that are designed to reduce disadvantage and poverty in marginalized communities. These communities include people with a disability, young people at risk, Aboriginal communities, people who are unemployed and people suffering distress and hardship. Find out more about our services and BASC and VC programs at:

<http://www.thejunctionworks.org>



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