

# St Thomas More's School Age Care 2020 Enrolment Information



YWCA CANBERRA

## ST THOMAS MORE'S SCHOOL AGE CARE

**St Thomas More's Primary School**  
24 White Crescent, Campbell ACT 2612  
**Phone:** 6257 9290 / 0420 532 511  
**Childcare Accounts:** 6185 2040

**Hours of Operation** (excluding public holidays):  
**Before School Care:** 7:30am – 9:00am  
**After School Care:** 3:00pm – 6:00pm  
**School Holiday Program:** 7:30am – 6:00pm

## BOOKINGS

**Routine Bookings:** Routine bookings are accepted two (2) weeks prior to a start date, subject to availability. Routine bookings are ongoing for the school year and cannot be swapped or suspended. Public holidays or nonattendance at the program are charged during school term. Verbal booking changes or requests are not accepted.

**Casual Bookings:** Casual bookings can be made up to two (2) weeks in advance and subject to availability. Bookings via email to: [childcareaccounts@ywca-canberra.org.au](mailto:childcareaccounts@ywca-canberra.org.au) Please note at least 24 hours' written notice is required to cancel a casual booking, to avoid charges.

**Cancellation or Changes to Bookings:** Two (2) weeks written notice is required for cancelling a routine booking or decreasing days. Re-enrolments are accepted up to two (2) weeks prior to a start date, places are subject to availability and cannot be processed at the time of cancelling/or changing a routine booking.

**Child Care Subsidy:** If a child is booked to start on a particular date but does not attend that day, no Child Care Subsidy will be paid until the child physically attends a session of care. Child Care Subsidy cannot be applied to your account if your child/ren are absent on their final days, no Child Care Subsidy will be paid for any days after the child's last physical attendance at the service, and full fees will apply from the last attended day of care. An enrolment will be ended by Centrelink for Child Care Subsidy purposes if a child does not attend a session of care for eight (8) continuous weeks. A new enrolment notice will be submitted by Childcare Account, to be confirmed by the registered parent/guardian via myGov for CCS to apply.

## INFORMATION

**Absences:** Please notify Childcare Accounts via email of any absences: [childcareaccounts@ywca-canberra.org.au](mailto:childcareaccounts@ywca-canberra.org.au)

**Attendance Records:** It is a legal requirement for children to be signed in and out by parent/guardian or authorised nominee via our electronic 'QK Kiosk'. Attendance records not only indicate attendance at the service, they are used in the case of any emergency such as emergency evacuations or lockdowns.

**Behavioural Guidance:** Educators work with families to positively guide children's behaviour at the program. Our Behaviour Management Policy combines positive techniques for supporting appropriate behavior and relevant consequences for inappropriate behaviour. We do, however, reserve the right to cease a child's enrolment (in consultation with parents/guardians) when their behaviour continually threatens the positive and safe environment of the program.

**Bond:** A \$100 bond per child is charged for routine bookings. Bonds are added to the first account and refunded towards the final account when a child ceases care.

**Children's Services Account Team:** YWCA Childcare Accounts provides a vital link between clients and our Children's Services. The overarching function is to ensure compliance with federal government Child Care Subsidy systems and assist families with queries relating to attendance, enrolments/bookings and general enquiries.

**Eligibility:** St Thomas More's Primary School students attending Kindergarten to Year 6 are eligible to attend the program.

**Enrolment Forms:** Enrolments cease on the final day of term four (4) each year. Families are required to enroll and apply for positions annually, places offered in the order enrolments are received by Childcare Accounts. Enrolment Forms are available from YWCA Canberra website during term four (4).

**Fee Payment:** Payment is via Debit Success

**Option 1:** Direct Debit from nominated bank account or

**Option 2:** Credit Card (1.87% surcharge, per transaction).

**BPAY:** Biller Code & Reference Number appear on the bottom of each family statement.

**Credit Card:** One off payment (Visa and MasterCard) Phone: 6185 2040. Fee payments are not accepted at programs.

**Food:** Nutritious snacks are provided for children attending after school care.

**Late Pickup Fee:** Programs close at 6:00pm, a late fee of \$20.00 per child for every 15 minutes or part thereof will apply for children collected after this time and will be added to the next statement.

**Medication:** If medication needs to be administered at the program, please complete a medication form available from the service.

**Sun Smart Service:** YWCA Canberra's School Age Care programs are Sun Smart Services. Children and Educators are required to wear hats and apply sunscreen every day during the months of August through to the end of May.

## FEE SCHEDULE AS OF 1 JANUARY 2020

Before School Care

After School Care

Routine \$20.00 Casual \$21.00

Routine \$32.00 Casual \$34.00

## OFFICE HOURS AND CONTACT INFORMATION

**Hours:** 9:00am – 5:00pm **Phone:** 6185 2040

**Street Address:** Level 2, 71 Northbourne Avenue, Canberra ACT 2601

**Postal Address:** YWCA Canberra, GPO Box 767, Canberra ACT 2601

**Email:** [childcareaccounts@ywca-canberra.org.au](mailto:childcareaccounts@ywca-canberra.org.au)

**Website:** [www.ywca-canberra.org.au](http://www.ywca-canberra.org.au)