

## After School Care Program News (Issue 2 -Term 2, 2009)

The After School Care Office will hopefully be relocating back to its new, refurbished office and ASC area toward the beginning of Term 3. We will keep you informed of any changes to these plans as they occur.

- **DIRECTOR INTRODUCTION**

For those of you who haven't officially met me, my name is Cath O'Brien and I began work here just over five weeks ago. My background consists of eight years working in the child care and education industries, four of which I taught Physical Education and Health within a private school setting, including a two-year role as Year Coordinator / Pastoral Care Advisor. I am more than happy to answer any questions you may have in regard to the running of the program.

- **ACCESS TO ASC**

A friendly reminder to parents - please DO NOT drive your car up the walkway to the office / canteen. This can be quite dangerous, particularly for those parents and children walking to and from the car park each evening.

- **IMPORTANT: SIGNING IN / OUT**

Your children need to be signed in and out of Before/After School Care. Our rolls are legal documents and require correct information to be recorded each day. If it continues that parents are failing to sign their children in and out of care, we will consider further action against ongoing offenders. This may include being charged a fee on each occasion that a child has failed to be signed in / out of the program.

- **EXTRA CURRICULAR ACTIVITIES (ECAs) – TERM 3**

ECA forms can now be collected from the ASC Desk. As of Wednesday 17<sup>th</sup> June, the following activities have become full or have limited spaces:

Art	Tuesday	FULL
Tennis	Tuesday	FULL
Kung Fu	Wednesday	FULL
French Reading	Wednesday	1 space available
Dance	Thursday	3 spaces available
Gymnastics	Friday	2 spaces available

For those activities which are FULL, we are taking reserve names due to future cancellations. You will be contacted if a place becomes available. As Dance has proven to be quite a popular activity, we are offering a **MONDAY DANCE CLASS (K – 6)**. This is not indicated on the original ECA form.

Please understand that some ECAs may be cancelled due to lack of interest. There are still plenty of ECA's with vacancies left and we will accept enrolments for these classes until the end of Week 1 – Term 3.

For Term 3, children enrolled in ECAs will NOT be supplied with afternoon tea before their particular afternoon activity. Please ensure that you provide your child with a suitable afternoon tea snack that they can consume whilst the roll is marked each afternoon. Those children enrolled in ASC will receive an afternoon snack immediately after their activity has finished. We will be looking to solve this issue for Term 4 with the possible introduction of a later commencement time for ECAs, for example 3.45 – 4.45pm. We welcome parent feedback on this proposal.

**Full payment for Term 3 ECAs is required no later than WEEK 1 – TERM 3. If payment is not received by the end of Week 2, your child will be unable to participate in their chosen activity.**

**PLEASE NOTE:** ECAs are non-refundable, so please choose your activities carefully. Any questions regarding ECAs are encouraged to be directed to Nikki or Cath.

- **PROGRAMMING**

The programme for Before and After School Care is now available for perusal next to the ASC Desk. This programme involves art and craft activities, games, physical activities, special food days and more.

- **MENU – FOOD DAY**

Please direct any suggestions for our menu to the Director. At this stage we hope to implement one day per week into our program where we can cook something delicious for the children!

Please advise the Director if your child has any allergies towards any foods. This information should also have been provided on the enrolment forms at the start of the year. If the information sheet needs to be updated please ask at the ASC Desk.

- **REQUESTS FOR DONATIONS**

We are ALWAYS in need of used goods suitable for children. This may include old dress up clothing, socks, board games, books etc, and we encourage you to donate these to After School Care to assist with our activities. We are also interested in collecting used (clean) food packaging and containers for use in our art and craft activities.

- **CHANGES AND CANCELLATIONS**

Changes and cancellations to Before or After School Care enrolments must be received in writing. Two weeks notice MUST be given, as staffing is organised two weeks in advanced. 'New / Change to Booking' forms are available at the ASC Desk.

- **FEES**

Fees for Term 1, 2009 are:

- Before School Care \$9.00
- After School Care \$15.50 (\$1.50 discount applying to bookings for a FULL week)
- Casual rate for ASC \$21.00

- **STATEMENTS**

Statements are issued every public service pay day week, Monday/Tuesday. Please find them in your folder and ensure you have them on you when you come to pay.

**PLEASE NOTE:** If statements are NOT collected by Friday night of each week, they will be posted out with an additional \$2.00 charge to your account.

- **LATE PICK UP FEES**

Our operating hours for ASC are from 3:15 to 6:00pm. If you are late collecting your child, you will be charged a late pickup fee of \$1 for every minute after 6.00pm.

If your child is not enrolled in the After School Care Program and is **not picked up at the finishing time of their Extra Curricular Activity**, they will be taken into after school care at a **casual charge of \$21.00** per session, per child.

- **ADMINISTRATOR AVAILABILITY**

A reminder that Julie Sheedy, our administrator, will be available in the office to answer any of your statement / financial concerns during Monday and Wednesday afternoons from 4.15pm onwards.

Many thanks,

Cath O'Brien  
**Director**

Julie Sheedy  
**Administrator**

## **Your Participation and Feedback**

The Sub-committee now has a new Treasurer. Thank you to John Donnelly.

The Sub-committee meets 4 times a year, one meeting each term. If you would like to do something with or for the school and you are not sure what, consider being a member of this small sub-committee of the P&C.

Some suggestions discussed in the meetings are considered for further action and where possible are acted upon. Others may need to be passed on to the P&C for further consideration and discussions with the school.

Program staff also attend the Sub-committee meetings and advise on the development, the activities planned and financial aspects of the Program.

**If you have any skills, or interests, or a professional background**, which you think may be of interest to the Program and you are able to give some of your time, we would love to hear from you.

The next sub-committee meeting is anticipated to be held in Week 4 of Term 3 2009. Details will be advertised closer to the date.

Do you have something you would like to contribute to the Program ... a suggestion ... an observation? Please feel free to give us your feedback (email to: [teloapeaparkasp@optusnet.com.au](mailto:teloapeaparkasp@optusnet.com.au); or drop a letter off at the Program desk), addressed to the Director or to the Chair, ASC Program Sub-committee.

Thank you

Marina Thompson

Chair, ASC Program Sub-committee