



ALL ABOUT KIDS CLUB **PARENT FACT SHEET.**

Welcome to Kids Club, we are sure your child will have a fantastic time at our Before Care, After Care and Holiday Club Centre where they will make some great friendships and be involved in fantastic activities and experiences.

- **About Kids Club-**

Kids Club has been operating in the grounds of Bellevue Hill Public School since July 2010. Since then we have grown in many ways offering the children of Bellevue Hill Public School a great place to come before or after school which is both FUN, exciting, adventurous and a great place to meet up with their friends and develop new friendships. We are confident that your child will find Kids Club a great place to spend their time. Please download our Service Information Booklet from our website for all our information, below is a summary of some important points.

- **Enrolling at Kids Club-**

Enrolling at Kids Club is simple.... please visit our website www.kidsclubosh.com.au click on the **ENROL BUTTON** to be taken to our Digital Enrolment Form, Download the Xplor Home App or click on the link below

https://prodadmin.myxplor.com/enrollment_v2/centre/MSF87DNIBYGgOL91XA1K3Q

We are unable to do immediate starts as Enrolment Form details need checking before they are processed. Every effort is made to complete this process quickly, a minimum of 2 days processing time is required.

- **Bookings-**

Bookings can be either permanent or casual.

Permanent Bookings- means your child is booked in for the same days every week, these days must be paid for even if he is absent

You must email the centre with one week's notice if you want to change your permanent booking

Casual Bookings-can be made through the Xplor Home App, Casual Booking requests are subject to approval. You must wait for confirmation from the centre before sending your child. As our casual positions fill up quickly please make sure you book in as early as possible, please also be aware that some sessions have a Wait List

Cancellations must be made before 6pm the day before care is required or you will still be charged for the booking

- **Medical Conditions-**

It is essential that you inform us if your child has a Medical Condition.

You will be required to meet with the Coordinator to discuss their condition and to complete a Risk Minimisation Form.

Any medications will also need to be provided before your child can start at the centre.

Any Action Plans required will need to be completed by your GP or Paediatrician for the calendar year. These will need to be updated at the beginning of each year if your child is returning for care the following year.

- **Absent & Missing Children-**

For your child's safety it is essential that parents with a booking at the centre, whether it is casual or permanent call the centre if their child is going to be absent. If a child does not arrive at the centre we will speak to the school office then call the contact persons on the Enrolment Form, if we need to leave a message and don't hear back from you our procedure is to contact the Principal. Please be aware that a failure to report absences fee is charged at this time and you may risk losing your position at the centre if it occurs on more than 3 occasions. Please email the centre if you need to update the authorised persons who have permission to pick up your child

- **Authorisation to pick up your child-**

The centre will not release your child to anyone not on your child's Enrolment Form.

We encourage all families to double check this information each term. Please ensure that the adults listed on your form still have your permission to pick up your child from the centre. If there is anyone Example: relative or neighbour you would like to add to your authorisations, please see the Coordinator to amend your current form. Anyone picking up your child other than the child's parent will be asked for ID.

- **Late Collection from the centre-**

The centre closes at 6pm, we are not covered by insurance after this time.

All children need to be collected before 6pm.

A Late Collection Fee is charged for every 15minute intervals when children are picked up late.

If this re-occurs we will discuss what other arrangements can be made for the collection of your child.

- **Change of Booking Form-**

If you want to make any changes to your permanent booking at any time or you wish to cancel your booking, you must give **1 week's notice**.

This notice can be given by email or by completing our "Change of Booking Form" on our website www.kidsclubosh.com.au and emailing it to admin@kidsclubosh.com.au

- **Signing in and out of the centre-**

It is a legal requirement that all families using the centre must sign their child both in and/or out of the centre each day. You must be over 18 years of age to sign children in or out of the centre. Children should be brought into the centre by an adult and signed in on the roll.

We use a digital sign in/out system QK Kiosk which enables staff and parents to sign the children in and out on an Ipad.

You must have a registered phone number in our system to be able to create a login, so will any authorised person you ask to collect your child

Please do not pass your login details to anyone including your child, your login must remain secure at all times.

- **Homework Club-**

Kids Club provides resources and a quiet area for the children to do their Homework this is known as "Homework Club". It is not compulsory and parents are encouraged to let the centre know each week whether they want their child to do Homework.

As Kids Club is a place for fun and relaxation away from school, we do not make the children do their homework but assist them to complete some of their homework.

A quiet area at home is much more conducive to learning.

- **Child Care Subsidy-**

It is important to provide our office with your CRN from Centrelink if you have one. It enables you to claim your Child Care Subsidy. Please ensure you have provided this information to us. More information about the Child Care Subsidy can be found in our Enrolment Form.

- **Statements-**

Our fee statements can be accessed via the Xplor Home App.

Statements are a summary of your booking, fees and payments and it is important that you check over it each week. If you have any questions at all in regards to your account please contact the centre after 1.30pm

Please ensure that you pay your fees weekly so that you do not incur a Late Payment Fee

Contact details are admin@kidsclubosh.com.au or our Office 93693643.

- **Update your Enrolment and contact details-**

Families are only asked to complete one Enrolment Form during their time at Kids Club

For your child's safety it is essential that all your Enrolment and Contact Details are current each year.

If you need to update any information on your form throughout the year, especially emergency contact details please contact the centre

- **Holiday Club Program-**

During each school holidays we run an exciting and fun Holiday Club Program which includes both activities and experiences held at the centre such as Wheels Day, Masterchef, Go Karts & Karaoke and fun excursions such as the Movies, Ten Pin Bowling, or an ice cream and a play at Bondi Park.

Children enrolled in Kindergarten are very welcome to come and join in the fun at Holiday Club even if it's the last week of the holidays it does help to settle the children into "Big School"

Please look out for our Holiday Club Program on our website www.kidsclubosh.com.au

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