



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

**Welcome to Kids Club, we are sure your son will have a fantastic time at our After Care Centre where we are sure he 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 Cranbrook Junior School since January 2010.

Since then we have grown in many ways offering the boys of Cranbrook Junior School a great place to come 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 son will find Kids Club a great place to spend time after school.

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](http://www.kidsclubosh.com.au) download, complete and return our Enrolment Form to [admin@kidsclubosh.com.au](mailto:admin@kidsclubosh.com.au)

All sections must be completed, Enrolment Forms are processed on Tuesdays and Fridays with a confirmation email sent out with a starting date for your son.

A one-off Registration Fee of \$50 applies to all new enrolments.

- **Bookings-**

Bookings can be either permanent or casual.

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

If you want to make changes to your permanent booking, you must complete a Change of Booking Form which can be downloaded from our website and emailed to [admin@kidsclubosh.com.au](mailto:admin@kidsclubosh.com.au)

**Casual Bookings-**means you can contact the centre when you require a booking.

You may book in by email or by phoning the centre.

As we fill up quickly please make sure you book in as early as possible.

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 son has a Medical Condition.

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

Any medications will also need to be provided before your son 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 son is returning for care the following year.

- **Absent & Missing Children-**

For your sons 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.

- **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 boys need to be collected before 6pm.

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

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

- **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](http://www.kidsclubosh.com.au) and emailing it to [admin@kidsclubosh.com.au](mailto: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 boys in and out on an Ipad.

You must have a registered phone number in our system to use this, so will any adult you authorise to pick up your son.

- **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 are emailed out to families each **Tuesday**.  
 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 our Admin Officer immediately.  
 Contact details are [admin@kidsclubosh.com.au](mailto:admin@kidsclubosh.com.au) or our Office 93693643.  
 Our Admin Officer is available on Tuesdays 9-2pm and Fridays 12.30-5.30pm
- **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 send an email to [admin@kidsclubosh.com.au](mailto:admin@kidsclubosh.com.au) or download our “Update Contact Details Form” from our website.  
 A new **Booking Form** is required at the end of each year for the year ahead.
- **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.  
 Please look out for our Holiday Club Program on our website [www.kidsclubosh.com.au](http://www.kidsclubosh.com.au)  
 The Holiday Club Program operates from our Bellevue Hill Public School site