

AFTER KINDER CARE

PURPOSE

THIS POLICY WILL PROVIDE GUIDELINES FOR AFTER KINDER CARE PROGRAM AT WOODRIDGE PRE-SCHOOL.

POLICY STATEMENT

1. VALUES

Woodridge Pre-school is committed to:

- providing a safe and healthy environment for all children, early childhood teachers, educators, staff and others attending the service
- providing a clear set of guidelines in relation to the After Kinder Care Program at the service
- ensuring that the service has the capacity to deliver After Kinder Care, as required.

2. SCOPE

This policy applies to the parents/guardians who wish to have their children enrolled, or have children already enrolled in the After Kinder Care (AKC) Program.

3. PROCEDURES

This program is staffed by a Coordinator and an Assistant, who lead a session of relaxed play and activities.

The anticipated hours of operation will be on Tuesdays and Thursdays from 4:00-6:00pm following the Blue Group 4yo and 3yo Green Possum Group sessions, pending viable enrolments.

ENROLMENT

- The maximum enrolment per session is 22 children.
- Enrolment priority is given to children who:
 1. require AKC on a permanent basis.
 2. come from families with working commitments.
- If families need to amend their AKC preferences they need to submit the change in writing to the Admin Officer.
- Children using this service are required to bring an additional snack to be eaten in AKC.
- If families cancel their AKC enrolment or seek to reduce their AKC enrolment (i.e. from two days to one day per week), written notice of three weeks is required, and payments cannot be refunded and are non-transferrable - cannot be credited.
- All queries should be directed to the Administration Officer, the Director or the After Kinder Care educators.
- Children from **Navy, Red and all Green** groups are welcome to enrol in AKC and use the service if there are vacant places.

FEES

- To reserve a place in the After Kinder Care program an application form and a non-refundable deposit is required. The deposit amount is set at \$600 (for two days of AKC) or \$300 (for one day of AKC)
- The deposit is paid in September, to secure an AKC spot.
- The deposit cannot be refunded if a child leaves part way through the year.
- After Kinder Care fees are non-refundable and paid in advance.
- **No reimbursement will occur if the child is not eligible to start pre-school due to not being 3 years of age, as this enrolment is holding a place and therefore not allowing another child to enrol.**

- Any late enrolments in AKC are required to pay their fees in advance, noting that fees are paid in three instalments.
- The cost will be \$25 per session for a permanent booking and there will be no refund for a booking if a child does not attend a session.
- Children who are permanent for only one day of AKC are unable to swap days in lieu of being absent. They will be charged at the casual AKC rate if they wish to book in for an extra session.
- For occasional bookings, the cost will be \$30 per session. Invoices will be issued at the end of each session. Payment is due within 7 days and no further bookings can be made until the invoice is paid.
- Fees will be calculated by the number of actual sessions provided, i.e. no charge for public holidays or educators professional development days.
- For any child who is collected late from their kinder session and is not enrolled in AKC will be charged a late collection fee.
- If children are collected late from AKC, a late fee will apply. This is to cover the cost of educator's overtime, as they are unable to pack up until the last child leaves. If a child is collected 5 minutes late, a non-negotiable fee of \$5 will be charged, with an additional \$5 for every five minutes late thereafter.

4. BACKGROUND AND LEGISLATION

Woodridge Pre-School offers an After Kinder Care Program to support working families that require longer sessions to fit in with work. [After Kinder Care runs directly after Blue Group and Green Group Possum sessions on Tuesdays and Thursdays.](#) It can also be used on a casual basis by all children if vacancies exist.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011

RELATED POLICIES

- Enrolments and Orientation Policy
- 2024 Free kinder enrolment and orientation policy

5. EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- monitor the implementation, compliance, complaints and incidents in relation to this policy
- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk.

ATTACHMENTS

Attachment 1: After Kinder Care Policy - Summary

Attachment 2: After Kinder Care Application form

Attachment 3: After Kinder Care Acceptance form

AUTHORISATION

This policy was adopted by the approved provider of Woodridge Pre-school on 16 May 2024

REVIEW DATE: December 2024

ATTACHMENT 1. AFTER KINDER CARE POLICY - SUMMARY

- The hours of After Kinder Care (AKC) operation will be on Tuesdays and Thursdays from 4:00-6:00pm pending sufficient enrolments. There are a maximum of 22 children at each session.
- A non-refundable deposit must be paid to reserve an After Kinder Care place.
- Priority is given to children in Blue Group and Green Possum group attending the AKC program permanently from the beginning of the year whose families are working. Children from Navy, Red and all Green groups are welcome to enrol in AKC and use the service if there are vacant places.
- AKC fees are non-refundable.
- Whilst the pre-school understands that circumstances change, families' AKC bookings made at time of enrolment determine the viability of running each AKC session. Changes to your AKC bookings significantly impact the viability of the program for other children. This policy will be strictly adhered to regarding non-refundable AKC fees and non-crediting of fees paid to future terms.
- If families no longer require AKC, or seek to reduce their AKC enrolment (i.e. from two days to one day per week), written notice of three weeks is required. Payments cannot be refunded and are non-transferable - cannot be credited.
- The cost will be \$25 per session for permanent bookings paid for a full term in advance according to payment schedule i.e. 3 payments. There will be no refund for a booking if a child does not attend a session. The Committee of Management will consider exceptional circumstances.
- Children who are permanent for only one day of the Tuesday or Thursday AKC sessions are unable to swap days in lieu of being absent. They will be charged at the casual AKC rate if they wish to enrol for an extra session.
- For occasional bookings, the cost will be \$30 per session. Invoices will be issued on the day. Payment is due within 7 days and no further bookings can be made until the invoice is paid.
- Children using this service are required to bring an additional snack for AKC in a separate container labelled "After Kinder Care".
- If children are collected late from AKC, a late fee will apply. This is to cover the cost of staff overtime, as they are unable to pack up until the last child leaves. If a child is collected more than 5 minutes late, a non-negotiable fee of \$5 will be charged, with an additional \$5 for every five minutes thereafter.
- Fees will be calculated by number of actual sessions provided, i.e. no charge for public holidays or educator professional development days.
- Invoices for AKC will be sent out 2 weeks prior to the due date. If payment is not received by then, the Administration Officer will follow up with those families. They will then have 7 days to make their payment, if they have not already communicated a request for a payment plan. If payment has still not been received after the additional 7 days, then the AKC spot will be cancelled and given to the next child on the waiting list. If there is no waiting list, then the child will be unable to attend after care until payment is sorted.

A copy of the full policy is kept in the Policies Folder at Woodridge Pre-School and on our website.

ATTACHMENT 2: AFTER KINDER CARE APPLICATION FORM

Woodridge



Pre-school
Eltham

To Woodridge Pre-School After Kinder Care Educators,

I would like to apply for a permanent position for my child

.....
(Child's First Name and Last Name)

in the After Kinder Care Program on the following day/s (please tick):

Tuesday 4:00pm – 6:00pm

Thursday 4:00pm – 6:00pm

I understand that my child cannot attend AKC until they have turned three years of age.

Please invoice my fees accordingly. I have read the terms and conditions of the After Kinder Care Policy and agree to abide by them.

Parent/Guardian Full Name:

Parent/Guardian Signature:

Date:

ATTACHMENT 3: AFTER KINDER CARE ACCEPTANCE FORM



To Woodridge Pre-School After Kinder Care Educators,

I have read the policy and understand the payment plan and requirements for After Kinder Care in 2025..

Parent/Guardian Full Name:

Signature:

Date:

Payment details as follows;

Bank deposit via EFT

Bank - **Bendigo** Bank

Name - **Woodridge Pre-School Inc.**

BSB-633 000

ACC 134194695

REF Your child's name / AKC 2025

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