



BLOOMING KIDS

Early Learning and Long Day Care Centre

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Parent Handbook

Before/After School Care and Vacation Care

This handbook is designed as a guide for families about the operation of our service. Please read it carefully and keep it in a safe place so you can refer to it whenever necessary.

Welcome

Blooming Kids Early Learning & Long Day Care Centre is accredited by the National Childcare Accreditation Council and provides extended hours care for 59 children between 0 to 12 years daily.

The Service is privately owned and licensed by the Department of Family and Community Services. Federal funding via Child Care Subsidy is available to all families attending the Service. The Out of School Hours (OOSH) service offers centre based education and care for children aged 5-12 years for before and after school during the term and during school holidays. Its purpose is to create a safe and caring environment where children can freely choose from the program of activities.

Hours of Operation

Monday to Friday 6.30am to 6.30pm

We operate 52 weeks of the year. The Service is closed on Weekends and Public Holidays

Enrolment

Please complete the enrolment form if you wish to enrol your child at the Service. We will also need to sight your child's birth certificate and Immunisation record upon enrolment.

If no place is available for your requested days, your child will be placed on a waiting list.

Interview

Pre-admission tours are available before your child/ren commence at the service. This enables you and your child/ren to view the Service, meet the staff, familiarise yourself with the new environment and complete relevant forms.

Information Changes

Once enrolled it is vital that you keep us informed of any changes in:

- Phone numbers, place of employment, emergency contacts, study details, persons authorised to collect your child, custody or access arrangements (legal documents **MUST** be sighted by the Approved Provider/Management)

Fees

Fees are set by Service management and are subject to alteration from time to time (advance written notice will be given).

Upon enrolment, a \$200 bond is required per child, no more than \$500 per family. Also, one week's fee must be paid in advance. Two weeks' notice is required in a formal written letter when your child is withdrawn from the Service (or two week's fee in lieu will apply).

Fees also apply for public holidays and all other days your child is enrolled but does not attend, including sick days and holidays.

Before School Care \$37 daily

Includes breakfast if children are here between 7-7.30am

After School Care \$39 daily

Our fee includes afternoon tea

Vacation Care \$108 daily

Our fee includes all excursions, breakfast (7-7.30am), morning tea, lunch and afternoon tea

Payment can be made by either **cash** or **cheque** (made payable to 'Blooming Kids').

Arrangements can be made with the Approved Provider for **internet banking**.

Transporting Children

Children are transported to and from their school in the Service's 12 seater bus which is equipped with seatbelts. During vacation care excursions and activities are organised whereby the children travel to various venues in the local area. Families are notified of any outings which take place.

What to bring:

- Water bottle
- Hat
- Change of clothes
- Covered shoes and socks

Permission Note for Children to Leave the Service

By signing the permission slip on the enrolment form you are agreeing that you are giving your child permission during any Vacation Care or After School Care program which they are enrolled in.

"PLANTING THE SEEDS FOR FUTURE GROWTH"