

# Charles Conder School Age Care Enrolment Form 2021



Please save Enrolment Form to file and email to: [childcareaccounts@ywca-canberra.org.au](mailto:childcareaccounts@ywca-canberra.org.au)

YWCA CANBERRA

## CHARLES CONDER SCHOOL AGE CARE

**Charles Conder Primary School**  
Beaumaris Street, Conder, ACT, 2906

**Phone:** 0451 681 247

**Childcare Accounts:** 6185 2040

**Hours of Operation** (excluding public holidays):

**Before School Care:** 7:15am – 9:00am

**After School Care:** 3:00pm – 6:00pm

**School Holiday Program:** 7:30am – 6:00pm

## BOOKINGS

**Routine (weekly/fortnightly) Bookings:** Routine bookings are accepted two (2) weeks prior to a start date, subject to availability. Routine bookings are ongoing for the school year and cannot be swapped or suspended. Public holidays or nonattendance at the program are charged during school term. Verbal booking changes or requests are not accepted.

**Casual Bookings:** Casual bookings can be made up to two (2) weeks in advance and are subject to availability. Bookings via email to: [childcareaccounts@ywca-canberra.org.au](mailto:childcareaccounts@ywca-canberra.org.au) Please note at least 24 hours' written notice is required to cancel a casual booking, to avoid charges.

**Cancellation or Changes to Bookings:** Two (2) weeks written notice is required for cancelling a routine booking or decreasing days. Re-enrolments are accepted up to two (2) weeks prior to a start date, places are subject to availability and cannot be processed at the time of cancelling or changing a routine booking.

**Child Care Subsidy (CCS):** Cessation of Care applies for any absences before the child's first physical day of attendance or for absences after the child's last physical day of attendance. No CCS will be applied for these days, full fees will apply. A CCS enrolment will be ended by Centrelink for Child Care Subsidy purposes if a child does not attend a session of care for fourteen (14) continuous weeks. A new enrolment notice will be submitted to Centrelink by Childcare Accounts. The enrolment will need to be confirmed by the registered parent/guardian via myGov for CCS to apply.

## INFORMATION

**Absences:** Please notify Childcare Accounts via email of any absences: [childcareaccounts@ywca-canberra.org.au](mailto:childcareaccounts@ywca-canberra.org.au)

**Attendance Records:** It is a legal requirement for children to be signed in and out by parent/guardian or authorised nominee via our electronic 'QK Kiosk'. Attendance records not only indicate attendance at the service, but they are used in the case of any emergency including emergency evacuations or lockdowns.

**Behavioural Guidance:** Educators work with families to positively guide children's behaviour at the program. Our Behaviour Management Policy combines positive techniques for supporting appropriate behavior and relevant consequences for inappropriate behaviour. We do, however, reserve the right to cease a child's enrolment (in consultation with parents/guardians) when their behaviour continually threatens the positive and safe environment of the program.

**Bond:** A \$100 bond per child is charged for routine bookings. Bonds are added to the first account and refunded towards the final account when a child ceases care.

**Children's Services Account Team:** YWCA Childcare Accounts provides a vital link between clients and our Children's Services. The overarching function is to ensure compliance with federal government Child Care Subsidy systems and assist families with queries relating to attendance, enrolments/bookings and general enquiries.

**Eligibility:** Charles Conder Primary School students attending Preschool to Year 6 are eligible to attend the program.

**Enrolment Forms:** Please email enrolment forms to Childcare Accounts. Enrolments cease on the final day of term four (4) each year. It is a legal requirement to complete an enrolment form with current details.

Families are required to enroll and apply for positions annually, with places offered in the order enrolments are received by Childcare Accounts. Enrolment Forms are available from the YWCA Canberra website during term four (4).

**Fee Payment:** Payment is via Debit Success

**Option 1:** Direct Debit from nominated bank account or

**Option 2:** Credit Card (1.87% surcharge, per transaction).

**BPAY:** Biller Code & Reference Number appear on the bottom of each family statement.

**Credit Card:** One off payment (Visa and MasterCard) can be made by phone: 6185 2040. Fee payments are not accepted at programs.

**Food:** Nutritious snacks are provided for children attending after school care.

**Late Pickup Fee:** Programs close at 6:00pm, a late fee of \$20.00 per child for every 15 minutes or part thereof will apply for children collected after this time and will be added to the next statement.

**Medication:** If medication needs to be administered at the program, please complete a medication permission form available from the service.

**Sun Smart Service:** YWCA Canberra's School Age Care programs are Sun Smart Services. As per Sun Smart guidelines and sunscreen directions, sunscreen will be applied to children 20 minutes before sun exposure, to ensure children are protected from UV rays. Children and Educators are required to wear hats and apply sunscreen every day during the months of August through to the end of May.

## FEE SCHEDULE AS OF 1 JANUARY 2021

After School Care

Routine \$32.00 Casual \$34.00

Before School Care

Routine \$20.00 Casual \$21.00

## OFFICE HOURS AND CONTACT INFORMATION

**Hours:** 9:00am – 5:00pm **Phone:** 6185 2040

**Street Address:** Level 2, 71 Northbourne Avenue, Canberra ACT 2601

**Postal Address:** YWCA Canberra, GPO Box 767, Canberra ACT 2601

**Email:** [childcareaccounts@ywca-canberra.org.au](mailto:childcareaccounts@ywca-canberra.org.au)

**Website:** [www.ywca-canberra.org.au](http://www.ywca-canberra.org.au)