



## **Emmaus After School and Vacation Care (EASVC)**

### **Hours of Operation**

**AFTER SCHOOL CARE - Monday to Friday 3.00pm to 6.00pm** (During Emmaus School Terms only)

**VACATION CARE - Monday to Friday 8.30am to 6.00pm** (During Emmaus School holiday breaks depending on availability of staff). Public holidays are excluded.

### **Location**

Students attending After School Care will be collected by an Educator from the pick area at the front of the school and taken to the Preschool area where the service will be running. Activities may also take place in other areas around Emmaus Christian School such as the playground, oval and gymnasium.

- 1. Students being dropped off to Vacation Care will enter via the Preschool entrance located at the gymnasium carpark on Bancroft Street and must be signed in on arrival.**
- 2. Parents collecting students from EASVC will collect them and sign them out from the Preschool entrance located in the gymnasium car park on Bancroft Street. A code will be given on registration and used to enter via this entrance.**

### **Registration**

EASVC has subscribed to an online booking management program called 'My Family Lounge'. A registration link is located on the School website or email [afters@emmaus.act.edu.au](mailto:afters@emmaus.act.edu.au) with your interest. Once registered, families will need to complete their details and an online enrolment form for each child.

### **Authority to Collect**

Students will only be released to adults nominated on their registration form. Parents are to provide details including relevant court orders stating who should not have access to your child, if relevant.

Parents can nominate people to collect your child when enrolling in the 'My Family Lounge' app and upload a driver's licence photograph.

**Alternatively, parents will need to fill out an 'Authority to Collect' form for any additional contacts who are authorised to drop off or pick up their child, as nominated on the registration form.**

A copy of a driver's licence or other photographic ID for each authorised person is required to be attached to the 'Authority to Collect' form. These authorisations are to be recorded and available to EASVC staff.



## Administer Medical Treatment

If your child needs medication or assistance with medical treatment; a medical treatment form will need to be filled out. Please see the office staff for this form as required.

## Bookings

All bookings are made online through the '**My Family Lounge**' portal. Families must register and complete an enrolment form for each child before bookings are enabled.

**For Permanent bookings**, parents indicate preferred days of care through the booking tab. An offer will be issued once availability has been confirmed by EASVC. Only on acceptance of offer will your child's booking be confirmed.

**Cancellations for permanent bookings must be received at least 1 week prior to the booking date. If no cancellation notice has been received normal fees will apply.** Please note, that if you have a permanent booking, public holidays are charged and processed as an absent day for your child, as per the child care benefit system.

**Casual bookings** must be made prior to 7:00 am of the day that the care is required. Casual Bookings can be made online on the 'My Family Lounge' via the casual booking tab or on the 'My Family Lounge' app. Casual Bookings are confirmed upon booking and a casual booking fee will be charged, regardless of attendance.

## Absences

Parents must advise all absences to [afters@emmaus.act.edu.au](mailto:afters@emmaus.act.edu.au) or online through the '**My Family Lounge**' App

\* Please note that After School Care absences need to be notified in addition to school absences \*

## Contact

**The Emergency After School and Vacation Care contact number is 0490 079 883.**

**\* Use this number for urgent messages only \***

Messages may be left with the School Office until the office closes at 4.00pm or for non-urgent messages via the EASVC email [afters@emmaus.act.edu.au](mailto:afters@emmaus.act.edu.au)

## Sun Protection

In line with our school's SunSmart policy, children are required to bring a school hat (or similar) to EASVC. Sunscreen will be provided by EASVC during Terms 1 and 4. If you have ticked the 'I will provide my own sunscreen' button in the enrolment forms your child will then use the sunscreen that you provide in their school bag.



## Behaviour Guidance

After School Care staff will work with children and families to positively guide children's behaviour. Our behaviour guidance policy combines positive reinforcement of good behaviour with relevant consequences for inappropriate behaviour.

We do, however, reserve the right to cancel a child's booking (in consultation with parents/guardians) if their behaviour continually threatens the positive and safe environment of EASVC.

## Food

Food will not be offered at Emmaus After School and Vacation Care.

**AFTER SCHOOL CARE** - Please ensure that you send your child with a labelled afternoon tea as a snack. There will be an afternoon tea tub at the front office for primary children to place their labelled food into and the office staff will place it in the fridge once school starts. Preschool families can place their child's labelled food into the EASVC afternoon tea tub in the preschool and the staff will place it in the fridge.

**VACATION CARE** – Please send children with healthy morning tea, lunch and afternoon tea for each day. If refrigeration is required, please clearly label and place in the tub for staff to place in the fridge.

***\* In order to protect Preschool children with nut related allergies, we respectfully request that students attending After School Care Programs do not bring nuts or food items containing nuts. \****

This includes products such as peanut butter, Nutella, fruit and muesli bars or chocolate or any other products that have nuts listed as an ingredient. This does not include products that contain the warning "may contain traces of nuts".

## Program & Curriculum

The Emmaus After School Program will be developed in line with COAG's My Time Our Place (MTOPI) Framework. This will consist of a program that is fluid, based on children's interest, whilst also attending to their needs after attending school all day. We value parents' input to the program, please talk with or email Lyndell if you have any suggestions.

Time to do homework is offered in the afternoon at the wet area tables, usually after afternoon tea. Whilst we offer this time so that children are not doing homework late at night; please note that it is not the responsibility of EASVC staff to ensure your child completes their homework.

## Fees

One-off enrolment fee of \$30 per child is payable and will be charged on the first invoice.

**AFTER SCHOOL CARE** - Permanent Bookings are charged at **\$25.00** per afternoon per child  
Casual Bookings are charged at **\$28.00** per afternoon per child

**VACATION CARE** - Bookings are charged at **\$78.00** per day per child  
Changes to bookings will incur **\$15.00** per child per change  
Cancellations will incur **\$30.00** per child



Parents will be charged for late cancellations and absences once a place has been confirmed. (see 'Bookings') Permanent Booking days on a Public Holiday are charged. Public holiday days are allocated to your child's absence, as per the childcare subsidy system.

**Late Pick Up Fee of \$10.00 per child for every 10 MINUTES** (or part thereof) will be charged for children picked up after 6.00pm. Please call the EASVC mobile provided if you are unavoidably late.

## Accounts

**EASVC Families are required to go on a Direct Debit Payment Authority.** After School Care fees are charged in arrears and processed fortnightly on each Thursday of public service pay week. Any eligible government assistance is paid directly to the service and passed onto families as a fee reduction. Family invoices are then emailed on the Tuesday prior and paid on the Direct Debit Thursday.

## Childcare Assistance

The Emmaus After School Care operates under an approved long day childcare licence, and eligible families will have access to government assistance with childcare fees. There are certain requirements that must be satisfied to be eligible to receive child care assistance.

It is the responsibility of each family to apply for these government payments through Centrelink. More information can be found at [www.familyassist.gov.au](http://www.familyassist.gov.au) **All families not claiming Child Care Assistance will be charged the full amount.**

For any questions regarding the After School & Vacation Care program, please contact Lyndell or the School Office.

*Lyndell McNevin*

**Emmaus Christian Preschool, After School & Vacation Care Director**

Email - [afters@emmaus.act.edu.au](mailto:afters@emmaus.act.edu.au)

Phone - 0490 079 883