

Fun After Three



Programme Philosophy.

To provide children with an emotional, physically safe and caring environment to meet their individual needs.

We are MSD accredited service and therefore qualify for work and income subsidies.

Director: Tracey Simonsen Owner - 0272492428

Supervisor: Katie – 02108169289 (ring Katie for further information)

Email: funafter3@gmail.com

School Office: 8389737

All Phone Inquiry's Please ring Katie

Accidents and First Aid

There is one fully stocked first aid kit on site with a smaller kit for outside. All accidents and incidents are recorded in our Accident folder and will be shown to at the desk to sign and discuss if this involves your child.

Emergency Procedures

We practice evacuation procedures, fire drills etc throughout each term.

Sun Safety Policy

During Term 1 and 4 all children and staff must wear sunhats and sunscreen (provided by Fun After Three) outside. **No hats no play.**

Finally, while this is a fun place for the children to be, please keep in mind the children have been waiting for the adults, after a long day at school so being on time for pick up.



Hours: 7.00am – 08.30am
3.00pm – 6.00pm

Bookings and Enrolments

You will need to meet the Supervisor to discuss your child's requirements and complete an enrolment form before your child begins the programme.

Bookings are required for all children attending the programme.

There are two types of bookings – Regular and Casual.

Regular/Permanent Place: When children are booked in for set week days.

Regular Fees: Payment for children who attend on a regular basis will be invoiced weekly on a Saturday. Payment is due on receipt of the invoice (Monday). If a child is sick and absent from school and unable to attend the programme there is NO payment due providing either the Supervisor or school are notified by 10.00am. **Children are allowed 5 sick days a year, then you are charged for permanent place.**

We will charge for all public holidays and teacher only days if operating care.

Casual: When children are booked in for occasional days.

Casual Fees: Payment for children who attend on a casual basis is due when they are collected.

Failure to keep payment up to date will result in your child being excluded from the programme.

Fees: Fun After Three

	<u>Cost per Day</u>
1 child (3-5 days) till 6.00pm	\$18.00 Full-time \$90.00
1 child till 4pm	\$10
2 children till 6pm	\$36.00 \$180.00
3 children till 6pm	\$48.00
Casual fee per day (1-3 days or not a regular booking)	\$20.00
BSC from 7 am with breakfast	7.00am- \$11.00 casual \$12
Late fee	\$1 a minute/\$5 for 5 mins

Part session (up to 4.00pm) -\$12.00 (casual), **pick up after 4.00pm is considered a full session.**

Late pick up fee: A charge of \$5.00 per child will be made every 5 minutes (a \$1 a minute) that the child remains at the programme.

All fees are GST inclusive.

Each child receives five sick days per year.

Payments

All payments are due on receipt of an invoice and need to be paid by cash or AP at the beginning of the week.

Fees are to be paid weekly. After two weeks of non-payment the child shall be excluded from the programme.

If you are booked in and we are not notified that your child is unable to attend then fees for that day will be charged.

Children who are regular enrolments will be charged for public holidays.

The supervisor, director or the school office needs to be informed if your child will not be attending on any pre-arranged days.

Homework

We do homework with the children daily. However, we require parents to let us know, so that they can be added to the homework roll.

Meals

Afternoon tea is provided for children who attend Fun After Three at no extra cost.

We also have a gluten, egg and dairy free options of food.

Afternoon Tea Is made up out of a Drink, Fruit and either home baking or sandwiches

Timetable

3.00-3.20pm	Roll checked Afternoon tea
3.20pm	Free playtime
3.30pm – 4pm	Homework time Reading Board games
4.15pm – 5.15pm	Art and craft activity / cooking Sports activity Board games
5.15pm	Clean up time Toys returned to appropriate places Rubbish picked up
6.00pm	All children are collected.

Activities

We have equipment and activities for the sole use of the children in the programme.

Examples of some of the activities available now and what we would hope in the future:

- Supervised homework session/ reading.
- Wooden blocks
- Lego, mobile, K'nex, Magnetix, Meccano
- Garage and cars
- DVD's
- Barbie dolls / dress ups/ whiteboard
- Books
- Card games
- Jigsaw puzzles / board games: Monopoly, Twister, Chess, Connect 4
- Art and Crafts – painting / dough/drawing/Mozaics
- Organised sports / music
- Singstar
- Badminton/Swingball. Soccer, Touch Rugby, Netball, Indoor Hockey
- Looms / Jewellery making

Things you need to know

We will not be operating outside the hours of 3.00pm –6 pm afternoons of school term. This means we will be closed for public holidays and you will be required to make other arrangements.

Parents or caregivers are required to record the time of collection and sign out daily in the daily register. All children must be collected by a parent or person named on the enrolment form and must say goodbye to staff. This ensures that staff are aware that the child has been taken home. This helps to encourage manners in young children.

You are required to telephone the director, supervisor, or leave a message at the school office before 10.00am, if your child is attending casually or NOT attending for the day. You will be charged for the afternoon if we must phone you. **Each child gets 5 sick days per year.**

Children are responsible for their own bags and belongings and parents or caregivers are asked to ensure children take them home daily.