

# Fun After Three



Director: Tracey Simonsen Owner - 0272492428

Supervisor: Michelle – 02108169289

Email: [funafter3@gmail.com](mailto:funafter3@gmail.com)

School Office: 8389737

All Phone Inquiry's please ring Tracey.

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 weekdays.

**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).

**Please note that you are charged for days, and hours booked (this includes casual and regular bookings). If your child is sick contact Michelle by 10am.**

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

**Casual:** When children are booked in for occasional days (1-3).

**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	\$21.50 Full-time \$107.50
2 children till 6pm	\$43 \$215.00
3 children till 6pm	\$58.00
Casual fee per day (1-3 days or not a regular booking)	\$24.00 1-3 Days
BSC from 7 am with breakfast	7.00am- \$14.00 casual \$15
Late fee	\$1 a minute/\$5 for 5 mins till pickup.

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.

### Payments

All payments are due on receipt of an invoice and need to be paid by 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 offer gluten, egg, and dairy free options of food.

Afternoon Tea is made up out of a drink, fruit, slices, cakes, and biscuits.

### 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.
- Wooden blocks, boy's workshop
- Lego, mobile, K'nex, Magnetix, Meccano
- Garage and cars
- TV and DVD's
- Barbie dolls / dress ups / shop
- Books
- Card games
- Jigsaw puzzles / board games
- Art and Crafts – painting / dough
- Organised sports / music
- Singstar
- Badminton/Swingball/balls
- 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.

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