



Waverley Christian College
After School Care Program



Enrolment Application Form

Family Name (with initial): _____ Phone: _____

Name of Children: _____ Year Level: _____

_____ Year Level: _____

_____ Year Level: _____

REGULAR USERS: Please indicate which days for regular booking

Time	Rate	Monday	Tuesday	Wednesday	Thursday	Friday
3.15pm to 4.30pm	\$ 8.40					
3.15pm to 5.30pm	\$12.40					
3.15pm to 6.00pm	\$14.40					
Casual Fee	A cost of \$2.00 per day in addition to the regular fee					
Late Fee	\$10 per 15 minutes after 6.00pm					

OR Registering for CASUAL attendance: **Date:** _____ **Time:** _____

Medical information from the 'Confidential Medical Information form' will be passed to the After School Care Program Co-ordinator when received by the College. However, please supply any relevant information.

Emergency contacts (3.15pm - 6.00pm)

Name: _____ Telephone: _____

_____ Telephone: _____

I am aware of the fee structure and understand that the relevant fees will be added to my school account. In the event of accident or illness I authorise the Co-ordinator, where it is impractical to communicate with me, to organise medical or surgical treatment as may be deemed necessary.

Signed: _____ Date: _____

Waverley Christian College

After School Care Program

Enrolment Procedures

Waverley Christian College offers a quality After School Care Program, for Primary students attending the College, in an enjoyable and safe environment. An afternoon snack is provided together with a program of varied indoor and outdoor activities. Where practical, students may be supervised with homework but this is not guaranteed.

HOURS OF OPERATION:

Monday to Friday, 3.15 pm to 6.00 pm on student days, during school terms.

BOOKINGS:

- a. Regular Bookings;
 - A booking is required to guarantee a place and to assist with planning. The fee will be based on when you actually used the facility rather than on your booking form;
 - Preparations for regular bookings are put in place expecting your child's arrival. Please advise if your child is not attending on a regular booking day.
- b. Casual Bookings:
 - Priority will be given to regular bookings;
 - Casual bookings will be subject to vacancies;
 - When possible, casual bookings should be made at least one day in advance by telephoning the College on 9871 8600. This greatly assists with planning and preparation;
 - An application form for casual bookings must be completed before the child's first session. Therefore, if you are likely to use this service during the year, please complete and return the Enrolment Application Form now so that we have the student's details on file for when you may need the service at short notice.
- c. Any changes to regular bookings must be completed on a new Enrolment Application Form.

FEES:

- a. Users will be invoiced at the end of each month's attendance.
- b. Cost: As per the schedule. The fee is relevant to the time frame **or part thereof** specified.
- c. The program concludes at 6.00 pm each evening. If you are unavoidably late, please phone on 9871 8633. A late fee of \$10.00 per student for each 15 minutes or part thereof will apply.
- d. CASUAL FEE: An additional \$2.00 per occasion will be charged to the day's use fee for casual users.

STUDENT BEHAVIOUR AND EXPECTATION:

- It is expected that students will obey the College's school rules and regulations.
- Any disciplinary matters will be dealt with under the normal school guidelines.

Further information may be obtained from the After School Care Co-ordinator, Kate Doolan, or the Bursar, Colleen Dunis, on 9871 8600.



Waverley Christian College
After School Care Program
Changes to Procedures

There are a number of changes to the Enrolment Application Form for this year. These changes have arisen after consideration of the regular/casual user mix of the program and travel time for parents from their workplaces.

Casual Fee:

Regular users provide the College with a known number of children for each day. This is vital information for planning and organizational purposes. However, a regular user could be disadvantaged (as compared to a casual user) in that they are required to pay for time not utilized, whereas a casual user is not. This procedure could then encourage some families to become casual rather than regular users, thereby limiting the ability of the After School Care Co-ordinator to plan appropriately for the number of children attending.

In considering this problem, we checked with various other providers of after school care to determine what is common, accepted practice. Consequently, the College has determined that it will charge an additional fee for casual users. The cost will be \$2.00 per day and will be added to the cost of each day (regardless of the time used).

Time Period Changes:

In an effort to assist parents with their travel time from work the time periods have been adjusted. The first period has been extended to 4.30pm, resulting in the second time period being 4.30pm to 5.30pm, and the final period being 5.30pm to 6.00pm. Even though there has been an increase for the cost of the period, the relative cost for the first period has decreased slightly.

We trust that these changes will be of benefit to the program and the families using it.

C Dunis
Bursar