



## School Age Care Programs

<b>Before School Care</b>	<b>After School Care</b>
<p><b>Hours of Operation:</b> 7:30am to 9:00am (School holidays and Public Holidays excluded)</p> <p><b>Programs:</b> Conder, Gilmore, Gordon, Isabella Plains, Monash, St Thomas, Theodore and Wanniasa Hills Primary Schools</p> <p><b>Fees:</b> \$11.00 per day permanent booking \$12.50 per day casual booking</p>	<p><b>Hours of Operation:</b> 3:00pm to 6:00pm (School holidays and Public Holidays excluded)</p> <p><b>Programs:</b> Bonython, Conder, Gilmore, Gordon, Isabella Plains, Monash, St Thomas, Theodore and Wanniasa Hills Primary Schools</p> <p><b>Fees:</b> \$16.50 per day permanent booking \$18.00 per day casual booking</p>

### **PERMANENT BOOKINGS**

Please ensure that you mark the required days of care correctly.

**Payment is required for all days enrolled unless one week's notice is given to the School Age Care Administration.**

### **CASUAL CARE**

Care is available on a casual basis if a place is available. Bookings must be made prior to **12 midday the day before**, in the case of **Before** School Care bookings, and prior to **12 midday** on the day care is required for **After** School Care bookings. This can be done by phoning Communities @ Work School Age Care Office on 6293 6500. **Payment is required for all days enrolled unless one week's notice is given to the School Age Care Administration.**

### **ENROLMENT FEE**

An enrolment fee of \$30 will be charged to your account for a permanent booking or \$7.50 per term for casual bookings.

### **PAYMENT**

Accounts will be distributed to your program once a fortnight.

Payment of fees will be due on the Wednesday of the week following accounts week. If you are unable to make the payment, please contact the School Age Care Administration.

We do not accept any form of account payments at any of our School Age Care Programs

We have available facilities for payments by direct debit, direct deposit and credit card. Forms are available at the Communities@Work Office.

Payments may also be made by posting a cheque or money order to P O Box 1066 Tuggeranong ACT 2901, in person at the Tuggeranong Community Centre, or by phoning 6293 6500 to use your credit card.

All account enquiries should be directed to the School Age Care Administration.

### **LATE FEE**

\$15.00 for every 15 MINUTES will be charged for children picked up after 6:00pm. Please ring the program if you are going to be late.

### **ASSISTANCE WITH FEES**

Child Care Benefit is available in the form of a subsidised fee. Assessment is available by application to the Family Assistance Office.

### **COLLECTION OF CHILDREN**

Children will only be released to adults nominated on the enrolment form. The attendance sheet MUST be signed when collecting children at the end of the afternoon.

### **FOOD**

Our before school care programs provide a light breakfast and nutritious snacks for the children attending after school care.

### **EXCURSIONS**

The costs of any excursion are extra. Parents will be notified in advance and must give written permission or sign a permission note.

### **FEE STRUCTURE**

At the beginning of each financial year (July), the Payment Schedule is adjusted to reflect the same increase in the Consumer Price Index (CPI) applied to the Child Care Benefit by the Commonwealth Government, effective from July each year.

All children not claiming Child Care Benefit as a fee reduction will be charged a contracted amount of \$16.50 per afternoon according to the days of care nominated on the enrolment form, or \$18.00 if enrolment is on a casual basis. Or a contracted amount of \$11.00 per morning according to the days nominated on the enrolment form or \$12.50 per morning if enrolment is on a casual basis.

Child Care benefit is payable for up to 30 absences per calendar year. Days for which a medical certificate is provided are not added to this total. If your child's absences exceed the 30-day limit you will no longer be eligible to receive Child Care Benefit for any further absences.

### **SCHOOL AGE CARE OFFICE HOURS.**

**8:30 am to 5:00 pm**

Phone: 6293 6500

Fax: 6293 6555

Email: [sac@commsatwork.org](mailto:sac@commsatwork.org)

Website: [www.commsatwork.org](http://www.commsatwork.org)

P O Box 1066, Tuggeranong ACT 2901  
Tuggeranong Community Centre  
245 Cowlshaw Street, Tuggeranong ACT 2900

