

Dear Parent/Guardian,

Thank you for your interest in our School Age Care Service at Bardon State School! Here at Bardon we believe in a child-centred care environment where the social, emotional and developmental needs of our children are priority.

We aim to promote the personal growth of our kids through quality programming with an educational focus, and by fostering a safe and fun atmosphere where children feel welcome and supported. Our ultimate goal is to ensure our kids are happy, healthy and competent global citizens.

### Hours of Operation

The hours of operation are:

Before School Care	6:30am – 9:00am	\$15.00
After School Care	3:00pm – 6:00pm	\$19.00
Vacation Care	6:30am– 6:00pm	\$50*

**\*(additional fees for excursion and incursions apply)**

Some families may be eligible for government assistance in the form of the Child Care Benefit (CCB). While the majority of families will be eligible for the Child Care Rebate, families that receive the Child Care Benefit will only receive 35% now, and the balance will be held and reconciled with by the Taxation Office at the end of the financial year. Families can further reduce their out of pocket expenses by contacting Centrelink and asking for the Child Care Rebate to be directed to the service provider. To receive these benefits both your and your child/ren's CRNs need to be provided to the service. To check for eligibility, please contact Centrelink.

### PCYC Membership

All children must become a member of PCYC. The membership fee is \$20 and is valid for 1 calendar year. A membership form is attached to this enrolment pack. Please note that this needs to be completed in the child's name and a separate membership form will need to be completed for each child.

### Payment

The preferred payment method for school age care is via direct debit. Due to reduced administration time, we are able to offer families a discount on fees paid through Debit Success. The discount is \$3 per session for before (\$15.00) and after school care (\$19.00) and \$5 for vacation care (\$50\*). The service itself does not accept cash or card payments. This is in accordance with the PCYC Fee Policy outlined on page 23 of the Parent Handbook. Statements are sent out every Monday and debits are scheduled each Wednesday for the current week of attendance. At the end of term your account will be reconciled and any credit due to cancellations will remain in your account for the following term. If you use the service casually the amount debited will vary. Alternatively you can pay directly at the PCYC club at Inala at the increased rate of \$18.00 for before school care and \$22.00 for after school care.

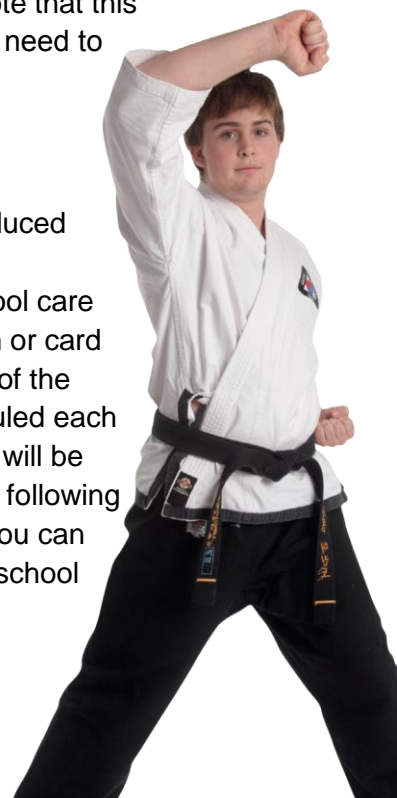
## Inala PCYC

Bardon School Age Care

330 Simpsons Rd  
BARDON  
QLD 4065

Registered office:  
37 Swallow Street  
INALA QLD 4077

Email: [bardonsac@pcyc.org.au](mailto:bardonsac@pcyc.org.au)  
Phone: 07 3367 0423  
Web: [pcyc.org.au](http://pcyc.org.au)



## **Cancellation Policy**

At Bardon School Age Care, we want to be able to accommodate as many children as possible. Therefore, the following has been put in place to ensure the best possible service for all of our families:

1. Book only the days you require.
2. Places cancelled more than forty-eight hours in advance will not incur a fee.
3. Places cancelled less than forty-eight hours in advance will incur full fee's unless a medical certificate is supplied.
4. If your child/ren are not at the school at the time of pick up for After School Care, then you will be charged full fees. If applicable, an additional charge of \$5 per phone call to locate the children will also be incurred against the account.
5. Cancellation of incursions and excursions during vacation care requires a minimum 7 day notice period. Failure to do so will result in families being charged for the day.

## **Medication and/or Dietary Requirements**

At Bardon PCYC SAC, we aim to cater for the needs of all children in our care. If your child requires medication or specific dietary requirements, please inform the staff upon enrolment so that we can cater to their needs. Please note that children with Asthma or Anaphylaxis will require an action plan and communication & risk management plan submitted to the coordinator prior to commencement.

## **Enrolment Package**

The following forms must be completed and returned as part of your child/ren's enrolment:

- PCYC SAC Enrolment Pack
- PCYC Membership Form
- Childcarers Consent Form (one per family) (to document your child's development and participation in PCYC we input photos of the children completing activities into a program called Childcarers which is only accessible to parents and staff)
- About Me (provides us with some background information on your child's interests and abilities)
- Direct Debit Request form

I have also attached a Parents Handbook which provides an overview of our policies and procedures.

## **Making Bookings**

Before your bookings will be accepted, we require all forms above to be completed and returned. Please note that forms take approximately 2 business days to process. Please record your requested bookings on the Booking Form and return to the service with your enrolment pack.

If you have any further queries please contact me on (07)3367 0423 or email [bardonsac@pcyc.org.au](mailto:bardonsac@pcyc.org.au). We look forward to having your child/ren join Bardon School Age Care!

**Elle Franke**  
Coordinator  
Bardon PCYC SAC