

# Welcome to St Francis of the Fields

## AFTER SCHOOL CARE PROGRAM

### BENEFITS TO YOUR CHILD

Our after school program is designed to complement your child's school learning through activities and socialising. Your child and family will benefit from our programs because we focus on:

- ✓ Building their emotional intelligence.
- ✓ Improving cognitive development through activities.
- ✓ Offering families flexibility and support.

### PROGRAM DETAILS

Your child will enjoy a nutritious menu (afternoon snack) and a range of activities planned by our experienced educators to keep even the most active of minds entertained! We offer a variety of activities, including:

- ✓ Sports, ball games and team games
- ✓ Arts and crafts
- ✓ Cooking
- ✓ Creative and expressive arts such as drama, singing and dancing
- ✓ Board games and puzzles

### THE TEAM

Our passionate and experienced educators are there to support children and their families and are accredited with Safeguarding Children Training and Working with Children's Checks.

### HOURS

To accommodate our families, we provide **after school care** from **3:00pm to 6:00pm**.

We also offer care on Pupil Free Days (numbers pending) and run School Holiday Programs in Bendigo and Kangaroo Flat.

### ASSISI KINDERGARTEN PICKUP

Our qualified staff will collect children from Assisi Kinder 4 year old group and walk them to the service. You will need to contact the service to enrol and book for after Kinder care.

### FEES/ CHILD CARE SUBSIDY

Below is the full paying fee per day.

These do not include access to Child Care Subsidy (CCS) amounts you may be entitled to.

SESSION TYPE	HOURS	SESSION FEE
After School Care (ASC)	3:00pm - 6:00pm	Permanent \$28.30 Casual \$32.80
Pupil Free Day	8:00am - 6:00pm	\$84.00

For further information and details on how to register for your Child Care Subsidy (CCS) entitlements please contact the Family Assistance Office (FAO) on 13 61 50.

## ENROLMENT / BOOKING PROCESS

All enrolments, bookings and cancellations are managed via our quick and easy online booking system. Below is a step-by-step guide.

### STEP 1 – REGISTER

- Visit our website [www.childrensprogramms.ymca.org.au](http://www.childrensprogramms.ymca.org.au)
- Click on the sign-in button (top right hand corner) then click on register. You will then be asked to set up an account with a username and password.
- Once registered, you will be sent an email with a link to complete your enrolment.

### STEP 2 - ADD CONTACT

- Enter primary contact details for the person responsible for the account. This should be the parent/guardian registered for Centrelink benefits.
- Add a secondary contact which is usually the other parent/guardian.

### STEP 3 - ADD CHILD

- A separate enrolment form needs to be completed for each child being enrolled.
- It's important to include which centre/service you want to attend (top right).
- Ensure you detail any medical or dietary requirements and read all information thoroughly. This is where action plans, birth certificates and immunisation history statements can be uploaded. Alternatively, they can be photocopied at the centre.

### STEP 4 - BILLING INFORMATION

- Your child cannot commence care with us until a payment method has been set up.
- To enter your payment details, click on the tab (top right hand side of main screen).

### STEP 5 - DECLARATIONS AND CONSENT

- Please read and agree to the YMCA terms and conditions and type your name in the box.

### STEP 6 – SUBMIT

- Click on **submit** when you have completed all of the above. Any missing information will be highlighted red at the top of the page.


### STEP 7 - MAKING A BOOKING REQUEST

- Recurring booking requests are for permanent early learning or before and after school programs. Once a position becomes available, you will be sent an offer for your acceptance.
- Casual bookings are for before and after school or school holiday programs. This can be done via the casual booking calendar.

## CONTACT US

To learn more about our program, check out [childrensprogramms.ymca.org.au](http://childrensprogramms.ymca.org.au)  
Or feel free to contact us for a tour, We're always happy to answer your questions.

 [sstfrancis@ymca.org.au](mailto:sstfrancis@ymca.org.au)

 0459 988 313

# BEFORE & AFTER SCHOOL CARE

Inspiring children to reach their potential through discovery and adventure.