

IMPORTANT INFORMATION

HOURS

Squiggler Academy hours of operation are specified below.

School Terms Before School: 7:00am – 9:00am
 After School: 3:00pm – 6:00pm

Vacation Care Drop off: 7:00am – 9:00am
 Pick Up: 3:00pm – 6:00pm

Note: For vacation care activities, please enquire with the centre directly via the website for more information.

TRANSPORT

For some centres that are off school premises, we run a bus service that drops children off at school in the mornings and picks children up in the afternoon then takes them to the centre. A permission form for bus transport and permission to walk must be signed and returned before this can be confirmed.

ACTIVITIES

Creative arts, dramatic arts, sports, acrobatics, homework and a number of other specialised activities are offered at the Squiggler Academy in the afternoons, as well as supervised free play. All materials and equipment will be provided for these.

MEALS

Squiggler Academy provides substantial snacks, with hot and cold options available in both Before and After School Care services. This is included in the session fee. If your child is given their own food to eat at the centre please do not include any foods with nuts or eggs as we endeavor to reduce, if not eliminate, the risk of allergic reactions. Other dietary requirements can be discussed at time of enrolment.

APPLICATION FOR ENROLMENT

If you are interested in enrolling your child, please register for our wait list on the website: www.squiggler.com.au/enrol-now/. Once received, we will be in touch with you to discuss the application. If a place is available for your child, a full enrolment is required, which includes filling out and returning enrolment and consent forms (made available from the service), paying fees in advance (see payment of fees) and the administration fee. Further information is required if you are applying for CCS (see following). Priority of access, as determined by the Department of Education and Training, is followed when confirming a child's place at the service (see www.education.gov.au/priority-allocating-places).

CENTRELINK CHILD CARE ASSISTANCE

Squiggler Academy is a CCS approved service. For us to process your child's attendance at our service for CCS, we require all information, including Centrelink Reference Numbers (CRNs) on our Enrolment Form to be completed and returned, as well as a copy of your child's Immunisation Record. We recommend that you opt

to send any benefit or rebate we process directly to the service where we will apply it to your fee account, meaning you will only have to pay us the Gap Fee.

IMMUNISATION

Immunisation helps to reduce the incidence of childhood infectious diseases now and in the future. Upon enrolment, the child's original 'Immunisation Record' issued by the Australian Childhood Immunisation Register will be sighted by an educator to ensure that their immunisation is up to date.

All families must provide evidence of their child's immunisation details to Squiggler. The nominated supervisor will record evidence of the child's immunisation status a register.

A child is unable to enroll into the service unless approved documentation has been received, that shows the child:

- is fully vaccinated for their age, has a medical reason not to be vaccinated
- has a parent/guardian who has a conscientious objection to vaccination
- is on a recognised catch-up schedule if the child has fallen behind with their vaccinations.

Approved documentation of immunisation status includes;

1. An ACIR Immunisation History Statement which shows that the child is up to date with their scheduled vaccinations
2. A Medicare Immunisation History Form (IMMU13) on which the immunisation provider has certified that the child is on a recognised catch-up schedule
3. A Medicare Immunisation Exemption - Medical Contraindication Form (IMMU11) which has been certified by an immunisation provider
4. A Medicare Immunisation Exemption Conscientious Objection Form (IMMU12) which has been certified by an immunisation provider and a parent

FEES

Please check with the service directly for the applicable fee. All transport costs, as well as meal costs are included in the fee. The fees are CCS approved.

Note: Separate charges may apply to specialty programs, incursions, and excursions. All parents will be informed of any programs that incur a further cost. A signed permission form agreeing to the extra cost and other terms will need to be submitted before your child can partake in this specialty program.

A non-refundable **registration fee** of \$40.00 per child must be paid upon enrolment.

PAYMENT OF FEES

We require payment by Direct Debit, which will be taken in advance.. Payments are processed through our integrated Child Care Management System and Direct Debit forms will need to be completed upon enrolment. There is a \$20.00 late fee per each lapsed Monday. When paying by Direct Debit, all penalty fees are payable by the payer in cases of refused payments. Ongoing failure to pay will result in discontinuation of care.

INCREASE OF FEES

Fees are subject to change in alignment with any cost increases the service may itself be subject to. Should it be necessary to amend fees, families will be given no less than a minimum of fourteen (14) days notice.

PUBLIC HOLIDAYS, PUPIL FREE DAYS, STAFF TRAINING DAYS

We charge full attendance fees for Public Holidays, Pupil Free Days and School Staff Training Days for permanent bookings.

ABSENCES

Fees are payable for family holidays and sick days, if those days fall on a day that a child is booked into the service.

LATE PICK UP

A late collection fee is payable if the child is not collected by the service's end time, charged in 10-minute periods.

CHANGES AND CANCELLATIONS

Each family is expected to make bookings in advance for the care sessions required and any changes, i.e. substitutions (swap) of a spot in one session for a spot in another session requires appropriate notice (at least two weeks); is subject to availability; and is to management discretion. Families wishing to cancel sessions or their child's place altogether at the service are required to provide two weeks written notice to the service, or they are liable to pay the equivalent of two full weeks of fees to the service.

MEDICAL CONDITIONS

As part of the enrolment process we ask for information on any medical conditions that your child may have. Squiggler Academy has at least one First Aid Officer that is trained in First Aid in a Child Care Setting on duty in each session. All Action Plans, Medication and a Consent to Administer Medication form (available from the service) must be provided before your child attends. If your child has Anaphylaxis we must be given an Epi/Ana Pen to hold on site with our First Aid.

CLOTHING AND COMFORT

Parents should ensure that children attend Squiggler wearing appropriate clothing and footwear. Additionally, it is important to pack changes of clothes, in case children need them. Squiggler will have spare clothes and underwear at hand, as well. However we would like to work with parents to make sure children are comfortable at all times.

Clothing worn by children at Squiggler should be suitable for the weather conditions, needs to protect them from injury and promote independence. Appropriate footwear should fit a child's foot correctly and ensure comfort.

LOST PROPERTY AND LABELLING

All property, clothing and shoes must be labelled when attending Squiggler Academy. Lost property will be taken to the school's lost property collection if left unclaimed.

HOT AND WET WEATHER

Children must be dressed appropriately for daily weather conditions. Please ensure your child has a labelled rain jacket ready in their bag in the wet months, a labelled hat in the hot months, and always has their own



labelled water bottle with them. Squiggler Academy practices SunSmart safety. Sunscreen is available at each session.

FEEDBACK AND SUGGESTIONS

We eagerly accept all constructive feedback and suggestions for our service and encourage parents to speak with their children about their time at Squiggler Academy and feedback where you can. Feedback forms are available at the centre.