

Kindy Club



Norman Park Community Kindergarten offers quality outside kindy hours care to assist our busy families. We believe a major benefit of Kindy Club is the continuity of care and familiarity of environment for your child. At full capacity there will be a maximum of 11 children per staff member.

Hours and Days

Kookaburras | Monday, Tuesday, Wednesday

Morning session from 7.30am to 8.30am

Afternoon session from 2.30pm to 4.30pm

Lorikeets | Thursday, Friday

Afternoon session from 3.30pm to 5.00pm

Kindy Club is **only** available during the Kindergarten school term.

Bookings

Bookings can be on a permanent or casual basis. Bookings on a casual basis cannot be guaranteed and availability will be based on staffing arrangements.

A Kindy Club enrolment form must be completed prior to booking. If you feel you may use Kindy Club on a casual basis, please complete an Enrolment Form.

*Please note any children uncollected from the kindergarten by **2:40pm** on Kookaburras days or by **3:40pm** on Lorikeets days will automatically be signed into Kindy Club by their teacher, and you will be invoiced accordingly.*

Fees

Fees are charged **by the full session** and are not pro-rata. Kindy Club fees are separate to the official Norman Park Community Kindergarten Program and are not subsidised by any Government funding.

Kookaburras

Permanent Bookings

AM session: \$15.00; PM session: \$30.00

Casual Bookings

AM session: \$21.00; PM session: \$42.00

Lorikeets

Permanent Bookings

PM session: \$22.50

Casual Bookings

PM session: \$31.50

Billing

Casual bookings will be invoiced via an email at the end of each fortnight.

Permanent bookings will be invoiced at the beginning of each term. Please ensure your payment clearly references your invoice number or "kindy club".

Cancellations

Permanent bookings will be charged for non-attendance. Two weeks notice is required for cancellation of permanent bookings.

Parents must notify the centre on 07 3399 4261 or the emergency phone 0409 672 258 as soon as possible for any expected non-attendance.

What to Bring

In addition to your child's normal kindergarten program items, please bring a snack for each session of attendance (morning &/or afternoon).

All other kindergarten items (such as drink bottle, hat, spare clothes) will continue to be used as a part of Kindy Club as required.

Arrival and Pick Up

MORNING – Kookaburras group only

On arrival you will be required to sign your child in via the Kiosk.

Parents and children **not** using Kindy Club are unable to access the kindergarten room until 8:30am at the commencement of the daily kindergarten program.

Your child will need to unpack their belongings as per their usual day. Any snacks for Kindy Club will be placed in the kitchen fridge (separate to the kindergarten room fridge).

At 8:30am, staff will sign your child into the kindergarten program.

AFTERNOON

At 2:30pm on Kookaburras days or at 3.30pm on Lorikeets days, one of the teachers will sign your child out of the Kindergarten Program and into Kindy Club to mark their attendance.

Pick up is no later than 4:30pm on Kookaburras days and 5.00pm on Lorikeets days. You will be required to sign your child out via the Kiosk.

Late pick up will result in a \$1/minute fee being added to your invoice. Continual late pick ups will result in a cancellation of your Kindy Club enrolment. If a child has not been picked up within 15 minutes of close, emergency contacts will be called.

Policies

All policies governing Norman Park Community Kindergarten apply to the Kindy Club service, including those authorised to collect your child. Please refer to the Family Handbook for further information.

Thank you for your support of Kindy Club.

Kindy Club



Enrolment Form

Child's Name: _____

Booking

Please indicate the days you require your child to attend Kindy Club by ticking the boxes.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Permanent				N/A	N/A
AM Casual				N/A	N/A
PM Permanent					
PM Casual					

Please note any children uncollected from the kindergarten by 2:40pm on Kookaburras days and 3:40pm on Lorikeets days will automatically be signed into Kindy Club by their teacher, and you will be invoiced accordingly.

Casual Bookings

Can be made in person in the office, via email: admin@normanparkkindy.com.au or by calling 3399 4261 or text the mobile 0409 672 258. Families using Kindy Club casually must still complete this form prior to using Kindy Club.

Conditions of Enrolment

1. I agree to pay Kindy Club fees within 14 days of receipt of invoice.
2. I acknowledge that Kindy Club is charged for the full session, not part thereof.
3. I understand my child's Kindy Club enrolment may be cancelled if there is any default in payment.
4. I am aware that I will be charged for non-attendance on permanent bookings.
5. I am aware that late fees will apply if I collect my child after 4.30pm on Kookaburras days or 5.00pm on Lorikeets days.
6. I agree to give 2 weeks notice to cancel a permanent booking for Kindy Club.

Signature

Printed name

Date

Please return this form to the kindy office or via email: admin@normanparkkindy.com.au