OUT OF SCHOOL HOURS CARE

THE CENTRE
Canberra Girls Grammar out of School Hours Care program is a place that provides children with a safe, stimulating and nurturing environment that responds to the needs of the family. Out of School Hours Care provides both permanent and casual after school places for students from Preparatory to Year 6. The program is run by the School for students attending CGGS and Canberra Grammar School. It is a place where children can engage in play activities of their choice and at their pace, working in their own individual way, at their own level of development. The activities, experiences and environment are designed to help develop and build the social, intellectual, cultural and physical abilities of each child. We recognise and support the importance of inclusion for children with disabilities, religious backgrounds or diverse family backgrounds. The program is located in the Undercroft, beneath the new Clements Hall, adjacent outdoor areas and adventure playground of the CGGS Junior School, Grey Street, Deakin. It provides close supervision in a happy, safe environment for children to enjoy playing with friends after school. Places for up to 99 children per day are provided.

Hours of operation:
School Age Care is available between 3.20pm and 5.45pm, Monday to Friday, during term time only. The Centre is closed on Public Holidays.

Fees:
A charge of $24 per session for permanent bookings will be charged to school accounts.
- PERMANENT bookings are those booked every week and placement is guaranteed, this includes attendance after co-curricular activities.

A charge of $26 per session for casual bookings will be charged to school accounts.
- CASUAL bookings are irregular bookings and subject to space availability.

A charge of $28 per session for Students without a casual booking, who just turn up, will be charged to school accounts.

Changes/cancellation to bookings:
- Notice must be given before 2.00pm on the day of booked care to the Director before any alteration can be made to the current booking arrangement whether permanent or casual. If the required notice is not given payment must be made. Please contact sac@cggs.act.edu.au before 2:00pm to report absences. This will alleviate the staff from looking unnecessarily for a child who appears to be missing from the program, and a booking fee being charged.
- No fee is charged if at least 2 hours' notice is given to cancel a permanent booking. A $24 fee will be charged if notice of cancellation is given after 2.00pm or notification not provided at all.
- Two weeks' notice in writing is required when a child is to be withdrawn from care.

Absence due to illness:
- No fee is charged if a student is absent due to illness and the Director is notified by 2.00pm the day of booked care. Any absences reported to the front office will be acknowledged by School Age Care.

Late fee charges:
- Parents are requested to arrive at the Centre five minutes prior to the Centre closing to allow staff to complete closing shift responsibilities.
- A mandatory fee of $20.00 for every 15 minutes, or part thereof, applies to each child collected after 5.45pm. In the event that parents, guardians or the additional nominated contact person cannot be reached, children will be taken to the Australian Federal Police Station, London Circuit, Civic, to await pickup.