

Hours: 3.00 pm – 5.30 pm

Bookings and Enrolments

You will need to meet the Supervisor to discuss your child's requirements and complete an enrolment form before your child begins the programme.

Bookings are required for all children attending the programme. There are two types of bookings – Regular and Casual

Regular: When children are booked in for set week days.

Regular Fees: Payment for children who attend on a regular basis will be invoiced weekly. Payment is due on receipt of the invoice.

If a child is sick and absent from school and unable to attend the programme there is NO payment due providing either the Supervisor or school are notified by 10 am. We will charge for public holidays and teacher only days.

Casual: When children are booked in for occasional days.

Casual Fees: Payment for children who attend on a casual basis is due when they are collect.

Failure to keep payment up to date will result in your child being excluded from the programme.

Fees

Fun After Three

	<u>Cost per day</u>
1 child	\$13.00
2 children	\$24.00
3 children or more	\$33.00
Casual fee per day	\$14.00
3pm to 4pm	\$6.50
Before school care	\$6.00

Part session (up to 4.P.M) \$6.00, pick up after 4.P.M is considered a full session.

Late pick up fee: After 5.30pm a charge of \$5.00 per child will be made every 5 minutes that child remains at programme.

All fees are GST inclusive

Payments

Cheques made out to Fun after Three and all payments are due on receipt of an invoice.

Fees are to be paid weekly. After two weeks of non-payment child shall be excluded from programme.

If you are booked in and we are not notified that your child is unable to attend then half fees for that day will be charged.

Children who are regular enrolments will be charged for public holidays.

The Supervisor, Director, or the school office needs to be informed if your child will not be attending on any pre-arranged days.

Meals

Afternoon tea is provided for children who attend Fun After School at no extra cost.

Timetable

3.00 pm	Roll checked Afternoon tea
3.20 pm	Free playtime / book reading
3.45–4.15 pm	Homework time Reading Board games
4.15-5.15 pm	Art and craft activity Sports activity Board games
5.15 pm	Clean up time Toys returned to appropriate places Rubbish picked up
5.30 pm – collected.	

Activities

We have equipment and activities for the sole use of the children in the programme.

Examples of some of the activities available now and what we would hope in the future:

- Supervised homework session
- Wooden blocks
- Lego, Mobilo, K'nex, Magnetix, Zoob, Meccano
- Garage and cars
- TV and Videos
- Barbie dolls / dress ups
- Soccer Table
- Books
- Card games
- Jigsaw puzzles / board games
- Art and Crafts- painting/ dough
- Organised sports/ music

Things you need to know

We will not be operating outside the hours of 3pm – 5.30pm afternoons. This means we will be closed for teacher only days and public holidays, you will be required to make other arrangements.

Parents or caregivers are required to record the time of collection and sign out daily in the daily register.

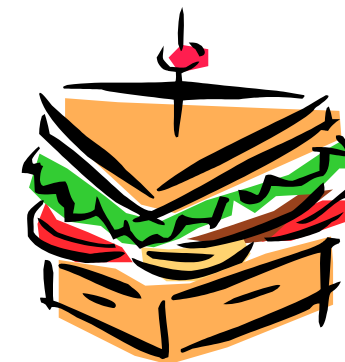
All children must be collected by a parent or person named on the enrolment form and must say goodbye to staff. This ensures that staff are aware that the child has been taken home. This helps to encourage manners in young children.

You are required to telephone the Director, Supervisor, or leave a message at the school office before 2.30pm if your child is attending casually or NOT attending for the day.

Children are responsible for their own bags and belongings and parents or caregivers are asked to ensure children take them home daily.

The programme is for students up to and including Year 6 only.

Finally, while this is a fun place for the children to be, please keep in mind the children have been waiting for the adults after a long day at school.



FUN AFTER THREE



Director: Tracey Simonsen
After Hours: 416 5313
Mobile: 027 249 2428
Supervisor: Alicia Povey
Mobile: 027 635 4332
School Office Phone: 838 9737 (Jenny)