TRINITY GARDENS OUT OF SCHOOL HOURS CARE & VACATION CARE PROGRAMS
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DIRECTOR: EDWINA GUIDOLIN

FEES

- BEFORE SCHOOL CARE 7.00 am – 8.45 am $11.00 per child
- AFTER SCHOOL CARE 3.00 pm – 6.00 pm $18.50 per child
- VACATION CARE (Home day) 7.00 am – 6.00 pm $50.00 per child
- VACATION CARE (Excursion day) 7.00 am – 6.00 pm $50.00 per child

The TRINITY GARDENS Out of School Hours Care & Vacation Care programs are an important service available to our community. We are a not-for-profit organisation and the TRINITY GARDENS Primary School Governing Council is the sponsoring body of our service. The programs are licensed by the Department of Education & Children’s Services.

Our goal is to provide well-balanced, quality childcare in a safe and friendly environment that meets the needs of all children, parents and the community, at an affordable rate.

We aim to provide a program developmentally appropriate to the leisure needs of the children attending the service and provide for the development of each child’s social, physical, emotional and intellectual potential, including language skills and creativity. Children & their carers will be actively involved in all program planning, implementation and evaluation processes.

We are located in the Hall (in between ovals, off of Devitt Avenue)

When is the service available?

- Weekdays Before and After school.
- Vacation Care Program during school holidays (Closed over Christmas / New Year Period – Closure dates will vary each year as determined by our Advisory Committee.
- School Closure days (for TRINITY GARDENS Students only) from 7.00am until 6.00pm when the school is closed e.g. Pupil Free & School Closure Days (Vac Care home day charge).
- Early Closure (last day of term) from 2.05pm ($7.00 fee until 3.00pm, then normal ASC fee applies)
- The program is not available on Public Holidays.

Age Range

The programs are available to school age children and we are able to take a maximum of four children from the Early Learning Centre. You will need to book well in advance to ensure we have enough places for your child if they haven’t started school yet.
We provide a nutritious afternoon snack during After School Care and Vacation Care at approximately 3.45pm.

An Enrolment form must be completed before children attend the service and families are responsible for updating any changes to details.

- The service is staffed each day according to the number of children booked in & is based on Licensing and Standards requirements. We therefore need to be notified of bookings as soon as possible & cancellations must be made the day prior to avoid being charged for the session.
- Vacation Care: Bookings will not be guaranteed without a deposit and any overdue account balances must be paid before new bookings will be accepted.

**Child Care Benefit (CCB):** Available to most families and can significantly reduce the amount families pay per session. To check your eligibility and apply for CCB please contact the:

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Family Assistance Office (FAO) telephone: 13 61 50
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We operate under the government’s Child Care Management System (CCMS), so we can no longer backdate CCB reductions. Families must register for CCB reductions immediately and definitely before the Accounts are finalised for the care used (Friday afternoons). Under the new system there are a few changes that families need to be aware of and must take responsibility for, especially notifying the FAO of any changes. Otherwise, they may have too much CCB reduction applied to their account & will have to pay it back at the end of the year, or, no CCB reductions will be applied and full fees will have to be paid.

**Families MUST advise US of:**

- Customer Reference Numbers (CRNs) for the account holder and the child/ren.
- Dates of Birth for the account holder and the child/ren.
- Any changes to multiple child percentage if only one child attends care in the same week.

**Families MUST advise FAO of:**

- When a child starts school, before they are six years of age.
- Any queries or discrepancies to FAO immediately, we are no longer able to do this.
- Any changes to circumstances eg family income, living arrangements, etc

**Families MUST continually check:**

- Accounts to ensure the correct amount of CCB reductions have been applied.
- Number of Absences used.

For further information or an enrolment interview please contact the Director, Edwina Guidolin on 83326901 OR 0422008567 or ask staff for a Family Handbook for detailed information on our procedures and policies.