

Care After Preschool (CAP)

We are pleased to offer Care After Preschool beginning Term 4 2018. Care will be available from 3.00 to 6.00pm for children enrolled in Covenant Christian School Preschool on the days they attend. Children will be engaged in free play and craft activities. CAP is not part of the Preschool program. The Preschool staff will hand over to the CAP staff at 3.10pm.

Please provide appropriate food (no nuts) in a labelled container – child's name, CAP afternoon tea.

Please note that Preschool and Care After Preschool are not registered for childcare subsidy therefore there are no discounts available.

CAP Permanent bookings are \$10.00 per day (3.00 to 6.00pm). CAP Casual bookings are \$15.00 per day (3.00 to 6.00pm).

Casual bookings should be advised before 9.00am on the day of planned attendance.

Registration Form

Child's Details

First Name: _____ Known as: _____

Surname: _____

Date of Birth: _____ Language spoken at home: _____

Booking Details

In order to be eligible to attend Care After Preschool, a child must be toilet trained and enrolled in Covenant Christian School's Preschool. Children are only eligible to attend CAP on the days they attend Preschool.

Position Required: **Permanent** or **Casual** (Please Circle)

Days of the Week Required: (Please tick)

Care After Preschool

Monday

Wednesday

Tuesday

Thursday

Friday

Start Date: _____

CAP emergency contact details (3.00pm to 6.00pm) and authority to collect

A child will leave the Preschool and CAP only with a parent, authorised nominee, or because the child requires medical care. Parents/carers must communicate any change of routine with staff. This communication may include information about medication, change of routine, or a person other than a known authorised adult picking up a child.

Families must notify any changes to the collection authority that may occur after their children are dropped off in the morning. All changes to collection authorities must be made known to staff to ensure the safety and wellbeing of each child.

Authority to Collect

Please include parent names and details and other friends or family members (over 16 years of age) to whom you delegate authority to collect your child(ren) from CAP. (please print clearly).

If you require someone to collect your child(ren) from CAP who is NOT on this list you must provide that permission in writing. Phone calls are not sufficient. Under no circumstances will any child be permitted to leave the centre without these conditions being met.

First Name	Last Name	Relationship to Child	Mobile Phone	Home/Work Phone

Do you permit the above persons to be notified if the parent / guardian cannot be contacted in relation to any accident / illness / or other trauma? Yes / No (**Please circle**)

Mother's / Guardian Details

First Name: _____ Surname: _____

Home Address: _____

Home Phone Number: _____

Mobile: _____ Work/other Phone Number: _____

Email: _____

Father's / Guardian Details

First Name: _____ Surname: _____

Home Address: _____

Home Phone Number: _____

Mobile: _____ Work/other Phone Number: _____

Email: _____

Non - Authorised collectors

The following people are under no circumstances allowed to collect my child / children from Covenant Christian School CAP at any given time. (If a child is subject to an access order or agreement, the School must have a copy on record plus any subsequent alteration registered by the court).

- 1. _____ Relationship to child: _____
- 2. _____ Relationship to child: _____

I / We understand that permanent bookings are \$10.00 per day. Your tuition fee account will be charged at the start of each term. There is no refund for permanent booked days not used.

I / We understand there is a one (1) weeks' notice required for any change or cancellation to my permanent booked days.

I / We understand that casual bookings will be charged at \$15.00 per day and must be booked before 9.00am of the day of use and are subject to availability. Cancellation of a casual booking should also be made before 9.00am of the day of use.

I / We understand that should we fail to advise the school that my child will be absent from a booked casual CAP session, I / we will be charged the usual casual fee.

I / We understand that CAP sessions are subject to the same terms and conditions as Preschool.

Any additional notes:

Mother's/Carer's Signature : _____ Date : _____

Father's/Carer's Signature : _____ Date : _____