



# 2021 ST LEONARDS PRIMARY AFTERCARE CARE PROGRAM









Find out more at [www.kellycluboshc.com.au](http://www.kellycluboshc.com.au)

## Aftercare Program Activities....

We are CCS  
Approved

### Term 1, Week 1 – Theme: Getting to Know You!

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3.05pm	Child Sign in	Child Sign in	Child Sign in	Child Sign in	Child Sign in
3.15pm	Afternoon Tea <b>Sammies &amp; Fruit</b>	Afternoon Tea <b>Nuggets &amp; Fruit</b>	Afternoon Tea <b>Pasta &amp; Fruit</b>	Afternoon Tea <b>Sammies &amp; Fruit</b>	Afternoon Tea <b>Noodles &amp; Fruit</b>
3.30pm	<p><b>RECIPE &amp; RULES FOR A GOOD TIME AT KELLY CLUB!</b> Meet the team, make your own yummy trail mix with ingredients for a fun time at Kelly Club! Plus, enjoy a Kelly Club Quiz.</p> 	<p><b>GAMES:</b> Grab a seat, Clump, Pass the Hula Hoop, Caterpillar Race &amp; Four Corners. We get to know you better by playing some cool games together!</p> 	<p><b>CRAFT:</b> <b>Peg People.</b> Make a mini you...using funky wool and a clothes peg!</p> 	<p><b>COOK:</b> <b>Funny Face Biscuits.</b> Didn't Mum tell you not to play with your food? Well, today you can – make funny faces with biscuits. YUM!</p> 	<p><b>SPORT:</b> <b>Balloon Volleyball</b></p>  <p><b>&amp; Bridge Building CHALLENGE.</b></p> 
4.45pm	Pack Up	Pack Up	Pack Up	Pack Up	Pack Up
5.00pm	Snack Time <b>Crackers</b>	Snack Time <b>Muesli Bar</b>	Snack Time <b>Biscuits</b>	Snack Time <b>Popcorn</b>	Snack Time <b>Raisins and Carrots</b>
5.10pm	Homework & Quiet Time	Homework & Quiet Time	Homework & Quiet Time	Homework & Quiet Time	Homework & Quiet Time
5.30pm	Structured Free Time	Structured Free Time	Structured Free Time	Structured Free Time	Structured Free Time

## Our Program Activities....

**Aftercare Program – 3.10pm - 6.00pm** Our Aftercare Program will be focused around sports, cooking, art and craft activities as well as structured 'free-time' after a busy day at school. These activities will be incorporated into themed subjects each week that give children the opportunity to extend they're learning outside of the school classroom. There will be set time for children to complete homework should they (or their parents) want homework completed before they are collected.

### Food....

**Aftercare Program** - All children on our Aftercare program will be provided with afternoon tea at approximately 3.30pm each day. Afternoon tea will vary each week and include food such as sandwiches on whole meal bread, fresh fruit, vegetable sticks, muffins, popcorn and always with fresh chilled water. Children that are still on the program at 5.00pm will be provided with snacks such as muesli bars, crackers, cookies and fresh fruit to keep them going.

## Pricing Structure....

### Aftercare Program – 3.10pm - 6.00pm

Standard Session - \$27.00

*(Pay as Little as \$4.40 or maximum \$13.50 for ASC with CCSS)*

Program fees will **not** be charged if a child is away from Aftercare (regardless of reason) as long as we are notified 24hours prior to attending. There is also no minimum number of days you must book into our programs, we are also happy to accept casual bookings.



## Program Staff....

All staff will be fully trained in Kelly Club Policies and Procedures as well as having onsite training before beginning as a staff member. Each staff member completes a Kelly Club staff induction booklet during their first two weeks of employment that ensures best practice and continuity across all programme staff. We operate to a minimum 1:14 staff ratio when onsite and a 1:10 ratio when on program outings. With the significant breadth of operation in both Kelly Club and Kelly Sports in the Melbourne area, we have a large pool of experienced staff to draw upon to ensure we can provide quality staff to programs at all times.

## Program Policies and Procedures....

Kelly Club programs align to a comprehensive set of Policies and Procedures that are written to ensure the safety of the children while on our programs. A copy of these Policies and Procedures are available at all our program venues or by contacting us. As we are a nationwide organisation, our Policies and Procedures are reviewed and approved by the national regulatory body DEECD. This means we are able to combine feedback from many different approval assessors to help shape a very comprehensive set of Policies and Procedures.

## Enrolling in the program...

Enrolling in Kelly Club is easy using our online enrolment system Xplor please contact Chloe M: 0432 146 966 or Email: [stleonards@kellycluboshc.com.au](mailto:stleonards@kellycluboshc.com.au) to be sent the link to Xplor. We give you the option to book as a permanent or casual user. It is important that all families register with the Family Assistance Office (FAO) before they attend the program to receive their entitlements for discounts on fees.

## You may be eligible for a government rebate...or two.

**We are approved providers of Outside School Hours Care. This means that you are eligible for financial assistance from the government to help with fees.**

The Child Care Subsidy – Families will be entitled to the child care subsidy, the level of subsidy is based on Combined Family Income, Activity Test and Service Type The maximum hourly rate subsidies for Outside School Hours Care (Before, After and Vacation) is capped at \$10.29 per hour. The CCS is paid directly to your childcare provider and will be passed onto families as a fee reduction.

For full details and further information visit [www.education.gov.au/Childcare](http://www.education.gov.au/Childcare)

## Kelly Club Quality Controls....

The following are a few of our processes / resources Kelly Club HQ has in place with all Kelly Club sites to ensure the quality of each Kelly Club program.

### Program Setup and Venue Equipment

All Kelly Club sites are setup by Kelly Club HQ. This includes all venue equipment, staff training and admin procedures and processes ensuring all new sites are equipped with the latest best practice processes and systems.

### Venue Checklist

Kelly Club has developed a 'Venue Checklist' that covers all aspects of a successful program including CYF standards. This checklist is used by Kelly Club HQ to review and benchmark all Kelly Club programs on an annual basis. After a review is completed, programs are provided with a written report and action list on any aspects of the program that has opportunities for improvement. The Checklist is growing and evolving all the time so opportunities for improvement can be shared and applied to all Kelly Club Programs. Program Coordinators for all programs complete a self-review on a termly basis to assist with maintaining a high standard.

### Activities Database

Over the past four years, Kelly Club has compiled all activities used at Kelly Club sites into an online database that is available to all Kelly Club programmes. Program coordinators can choose from hundreds of 'tested' craft, cooking and game activities every week.

### Daily and Weekly Activity Planning

Each Kelly Club site is required to complete a weekly activity planner in advance and send through as part of a weekly management report to Kelly Club HQ where it is reviewed, and feedback provided.