St Catherine Laboure' Before and After School Care

Term 4 2011

25th October 2011

The staff would like to welcome you all to term 4 and hope you enjoyed the break. Term 4 is a busy time with activities at school and at our centre as we prepare for Christmas.

2012 Enrolment time

In 2011 it was decided to change our enrolment forms to only completing the areas in green if supplied before. We received a number of forms returned to us with nothing completed not even the child's name.

Our enrolment form is a legal document and for this reason we have change our forms to must be completed in full even if you have provided the details before. No forms will be accepted if incomplete, this includes providing the CRN details. Any incomplete form will be returned and the days required will not be booked until the form is completed correctly.

Enrolment forms and hand book will be emailed to all families on Monday 31st October 2011. If you did not receive the email please advise staff. All places become available at the end of term 4 2011. All accounts must be finalised by the end of term 4. Any unpaid accounts will jeopardise your booking for 2012. If you have any concerns or queries please do not hesitate to speak with Jenni or Cheryl.

Behaviour: We have recently reviewed our Behaviour and Discipline Policy and our Dismissal Policy. The centre has in place appropriate procedures for staff to follow when dealing with inappropriate behaviour. We would appreciate your support when dealing with inappropriate behaviour.

Vacation Care: Christmas vacation care will be open as follows. Please note the last day of the school term is Tuesday 20th December 2011. However we have been advised Monday 19th and Tuesday 20th December 2011 have been allocated as pupil free days. We will provide vacation care on these days including Wednesday 21st and Thursday 22nd December 2011 and re-open on Monday 9th January 2012. Vacation care forms will be available on 1st November 2011. The form must be completed in full and will not be accepted if incomplete. The closing date for handing in your form is Friday 9th December 2011. No forms will be accepted after this date nor will emails and phone calls booking in your child. Any questions please speak to Jenni or Cheryl.

Arrival and Departure times: Our centre is licensed to operate between the hours of 7—9am and 3—6 pm. Due to our licensing regulations we are unable to allow any child into the centre before 7.00am

Our centre closes at 6.00pm and we understand trains, traffic and situations do arise which may contribute to late pick ups. We would appreciate a phone call advising the situation and we request if possible you to organise someone to collect you child from the centre. A late fee will apply after 6.00pm if no call is received. A late fee will also apply to consistent late pick ups.

Bookings: Any extra days required please advise the centre. If we do not know your child is attending we will not know to collect your child. This also applies if your child will be absent for any reason, we need to know. Please communicate with the centre regarding Bookings.

Sports Program: This term the children will be participating in the sports program on

Monday	Multi-skills/Watersport
Tuesday	Multi-skills/Watersport

The children do not need to bring a change of clothes, however if you which to do so that is fine. We will allow time for the children to change. Watersport will only be conducted when the weather is warm and this decision will be made by the supervisor.

As summer approaches could we ask all children have a hat and drink bottle in their bag. We will have available sun block and be applying it to the children. If you prefer to supply your own sunblock that is fine.

Accounts: To avoid cancellation of your booking, please ensure payment of your account is up to date. Thank you if you are using the Ezidebit method of payment. If you have any queries regarding your account please contact Cheryl on 9528 5009.

Toys: We understand children like to bring their favourite toy from home. At our centre we do not allow any toys, electronic games, cards etc to be bought to the centre. If your child is taking their toys for news at school, it must stay in their bag while with us.

St Catherine Laboure Before and After School Care
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MISSION STATEMENT

OUR BELIEF IS THAT CHILDREN COME FIRST

OUR AIM IS TO OFFER ALL CHILDREN A SAFE AND HAPPY ENVIRONMENT, WHICH GIVES THEM A SENSE OF SECURITY AND STABILITY.

EACH INDIVIDUAL CHILD'S NEEDS AND INTERESTS WILL BE MET IN ORDER TO ASSIST THEM IN DEVELOPING A POSITIVE SELF - CONCEPT.

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The children are busy making Christmas pompoms which will be added to our Christmas wreath. If you have any red, green or white wool at home not being used we would greatly appreciate if you could sent it our way.

Parent Pockets: Remember to check your family pocket. Some correspondence is placed into the pockets. You will find absentee notes which must returned signed asap.