3C KIDZ CARE
IMPORTANT INFORMATION
MECS (2016)

Hours of operation:
After School Care 3:15pm – 6:00pm

Enrolment procedure / forms:
Please contact the 3C Kidz Care office for an enrolment form.
Enrolment forms are also available from the PUMP Room (No 33) during program hours. A separate enrolment must be completed for each child. A non-refundable $30 enrolment fee per child applies for the first year and a non-refundable $20 fee applies for each year of re-enrolment. You must pay the enrolment fee and fully complete the enrolment form before your child/ren can start at the program. Incomplete enrolment forms cannot guarantee your child/children a place in the program.

Fees and fee structure:

After School Care
Permanent bookings - $22.00 per child
Casual Bookings - $24.90 per child

Late fee
A late fee of $15 per 15 minutes (or part thereof) will be charged for late pick up of children from the program after 6:00pm. Please note that this rate is charged per child.

Permanent bookings ensure that your child always has a place on the day/days that you specify. If your child is absent for any reason you will still be charged your normal fee so that your place remains secure. If you wish to make a change to your days please fill out a “change of booking” form, or please notify the office in writing. Two weeks notice is required when reducing the number of days you require, or when making a cancellation.

Casual bookings need to be confirmed 24 hours before the care is required so that your child/ren’s name can be added to the roll. If you don’t make a permanent booking we will assume that you require casual care and that you will contact us in advance.

Medical Information:
An immunisation certificate MUST accompany each enrolment.
If your child/children suffer from allergies or anaphylaxis please ensure that you provide a current management plan signed by your doctor and contact our office to discuss a risk management plan.

Other information:
Please provide your child with a drink bottle every day and ensure that in Terms 1 and 4 they have a sunhat that can be used during the program as per the Sun Smart Policy mentioned in the Parent Handbook.
3C Kidz Care provides afternoon tea, and is served at approx 3.45pm. If your child/children has/have any food allergies please discuss the matter with the supervisor.
As part of our healthy nutrition policy, children are provided with fruit and a snack each afternoon.

Child Care Benefit/Rebate:
3C Kidz Care services are eligible for CCB & CCR. These federal programs reduce the cost of child care by 50% or more. Contact the Family Assistance Office on 13 61 50 to apply for CCB/CCR and quote our OSHC Provider CRN 407 256 744B. Be sure to quote your CRN’s on the enrolment form.

Payment method:
Payments are processed through ChildCareEasyPay. Kindly complete the payment section within the enrolment form. Payments are debited from a nominated bank account or a credit card. Payments are processed weekly. Payments will appear on your account as “CHILDCARE PAYMENT CEP AUSTRALIA AU”. Declined transactions will incur an administration fee of $15.

Contact Details:
Program Hours Mobile phone: 0428 416 275
Office: 03 8790 3921
Office Hours: Mon- Thurs 9am to 3pm
Email: 3ckidzcare@caseycc.org.au
PO Box 2213, Fountain Gate, 3805
426 Princes Highway, Narre Warren, 3805
Director: Jenni Manning
Administration/Accounts: June Bisset

WE LOOK FORWARD TO PARTNERING WITH YOU IN THE CARE OF YOUR CHILD.