

## INFORMATION FOR FAMILIES

### Allocation of places

Places are allocated on a first in first served basis, according to the priority of access guidelines from Commonwealth department of Family and Community Services.

Confirmation of enrolment (Enrollment Form can be [found](#))

You will receive an invoice approximately one week after your enrolment application is received. Your invoice will indicate your child's booking dates. Payment is required before program commences or place will be forfeited. A waiting list will apply.

### Cancellations

Cancellations will be accepted up to one week prior to program commencement without fee. Late cancellations will be subject to a cancellation fee.

### Fees

Fees are \$54.00 per day plus additional costs for excursion days

Payments can be made at Belgrave South Community House by Cash, Cheque or EFTPOS

### What to Bring

All children must be clothed appropriately for the weather, including raincoats, hats footwear. No single toe thongs.

Please provide your child with a named drink bottle.

Lunch is provided but children should bring their own snacks. Please advise staff of particular dietary requirements.

### Sun Protection

Belgrave South Community House is a registered Sunsmart centre. Children are required to wear a hat at all times when outside from September to April inclusive. Sunscreen should be applied at home or from the Centre's supply. Please advise staff if you do not want sunscreen applied.

### Lost property

Please label your child's clothing clearly and check the lost property box daily. Unclaimed items will be donated to charity four weeks after the end of the program. We do not accept responsibility for the loss of children's belongings during the program. This includes mobile phones, I-Pods etc.

## Behaviour management

School Holiday Program staff will work with families to positively guide children's behaviour at the service. Our behaviour management policy combines positive reinforcement of good behaviour and relevant consequences for poor behaviour. We reserve the right to cancel a child's booking (in consultation with parents/guardians) if their behaviour threatens the positive and safe environment we create.

## Dropping off and collection of children

All children are required to be signed in by their parent/guardian when dropped off and signed out when collected at the end of each day.

May 30, 2008