



2016 PORTARLINGTON PRIMARY SCHOOL BEFORECARE & AFTERCARE PROGRAMS









Find out more at www.kellycluboshc.com.au

Aftercare Program Activities....

We are CCB
& CCR
Approved

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

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3.15pm	Child Sign in	Child Sign in	Child Sign in	Child Sign in	Child Sign in
3.30pm	Afternoon Tea Sammies & Fruit	Afternoon Tea Nuggets & Fruit	Afternoon Tea Pasta & Fruit	Afternoon Tea Sammies & Fruit	Afternoon Tea Noodles & Fruit
3.45pm	RECIPE & RULES FOR A GOOD TIME AT KELLY CLUB! Meet the team, make your own yummy trail mix with ingredients for a fun time at Kelly Club! Plus, enjoy a Kelly Club Quiz. 	GAMES: Grab a seat, Clump, Pass the Hula Hoop, Caterpillar Race & Four Corners. We get to know you better by playing some cool games together! 	CRAFT: Peg People. Make a mini you...using funky wool and a clothes peg! 	COOK: Funny Face Biscuits. Didn't Mum tell you not to play with your food? Well, today you can – make funny faces with biscuits. YUM! 	SPORT: Balloon Volleyball  & Bridge Building CHALLENGE. 
4.45pm	Pack Up	Pack Up	Pack Up	Pack Up	Pack Up
5.00pm	Snack Time Crackers	Snack Time Museli Bar	Snack Time Biscuits	Snack Time Popcorn	Snack Time Raisins and Carrots
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....

Beforecare Programme – 7.15am-8.45am Our Beforecare Programme will offer opportunities for children to choose between a range of art and craft activities, games, Lego, books and free play equipment. Staff will lead a variety of small projects each term.

Aftercare Programme – 3.15pm-6.00pm Our Aftercare Programme 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 their 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.

Holiday Programme – 7.00am – 6.00pm All School Holiday Periods

Kelly Club will operate a Holiday Programme from Portarlington Primary School. Kelly Club Holiday Programmes have multiple activities that vary each school holidays. These include activities in each of the following categories; Craft, Cooking/Baking, Sports/Games, Dance/Music/Movement as well as off site trips to exciting local destinations and much more!

Pricing Structure....

Beforecare Program – 7.15am - 8.45am

Standard Session - \$15.00

(Pay as Little as \$3.96 or maximum \$7.00 for BSC and \$4.40 or maximum \$9.50 for ASC with CCB & CCR)

Aftercare Program – 3.15pm - 6.00pm

Standard Session - \$19.00

Program fees will **not** be charged if a child is away from Aftercare (regardless of reason) as long as we are notified by 12noon on the day. There is also no minimum number of days you must book into our programs, we are also happy to accept casual bookings.



**GET AT LEAST
50% OFF YOUR
CHILD'S OSHC!**

Food....

Beforecare Program - Families will have the option of choosing for their child to be provided with breakfast. This would include a range of nutritious cereals and toast with spreads.

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 wholemeal 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.

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 1:8 ration 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.

Behaviour Management....

Kelly Club believes it is very important that children follow the same rules in out of school programs as they do during school time. Kelly Club would work with the principal and senior staff on an ongoing basis to ensure consistency between school time and Kelly Club. Below is an extract from our Behaviour Management Policy...

- 3.1 All staff will be trained on the Kelly Club Guide to Behaviour Management during their induction.
- 3.2 Each Program Venue will set their own behaviour management strategy using the tools available in the Kelly Club Guide to Behaviour Management with a focus on prevention of inappropriate behaviour.
- 3.3 All senior staff will be involved in an annual review of the program behaviour management strategy.
- ...
- 3.4 The Rules List for each venue will be displayed in a creative way that focuses on 'Dos' and not 'Don'ts'.
- 3.5 Significant incidents where a child breaks a program rule, a staff member will complete an Accident and Incident Form and if applicable record in a Behaviour Journal for that child.
- 3.6 Parents/caregivers will be informed of their child's actions if they are involved in a significant incident or repeated incidents that break program rules.

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. Simply call or email for an enrolment form, we will 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 Rebate is **not** income tested and is available to everyone, it amounts to 50% of your out-of-pocket child care expenses up to the annual cap of \$7,500 per year..

The Child Care Benefit is income tested, depending on your income you can be eligible for a percentage of the maximum amount (How much Child Care Benefit can I get?). If your income is too high you may be eligible for 0% but you may still be eligible for the CCR.

Kelly Club Responsibilities to Portarlington Primary School....

Kelly Club would accept full responsibility for:

- Development and provision of all aspects of the Beforecare, Aftercare and Holiday Programmes.
- Employment, training and supervision of all staff, including ensuring that all staff are qualified in Children Services, and that all industrial legislative requirements are met.
- Safety and security of staff to ensure that all relevant Health and Safety legislative requirements are met.
- Supervision of students at all times to ensure their security and safety.
- Registered as an Approved Provider
- Provision and Management of all accidents and / or injuries to children under their care.
- Any damage to school property and / or equipment caused by negligence or child misbehaviour while on Kelly Club programs, and reporting any damage to the School immediately.
- Providing all required equipment and resources.
- Cleaning and tidying of all spaces used by Kelly Club at the end of each session.
- Ensuring that all spaces are locked and secure at the end of each day.
- Ensuring that all heating and lighting is turned off when not in use and at the end of each day (costs may be incurred for heating that is left on).
- Following systems for the operation of the school alarm system, and overall school security when required.

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.

Kelly Club by the numbers....

2,771

Individual children attended our Term 3 Holiday Programs

NEW activities added to our activities database in 2014 so far... 262

32 Kelly Schools nationwide

Average number of children attending Kelly Club each day in Term 3, 2014

844



0 The number of schools that have changed providers after choosing Kelly Club