



# 2021 ST CATHERINE OF SIENA CATHOLIC PRIMARY SCHOOL BEFORECARE & AFTERCARE CARE









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

## Aftercare Program Activities....

We are CCS  
Approved

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

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3.30pm	Child Sign in	Child Sign in	Child Sign in	Child Sign in	Child Sign in
3.40pm	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>
3.50pm	<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. 	<b>GAMES:</b> <b>Grab a seat, Clump, Pass the Hula Hoop, Caterpillar Race &amp; Four Corners.</b> We get to know you better by playing some cool games together! 	<b>CRAFT:</b> <b>Peg People.</b> Make a mini you...using funky wool and a clothes peg! 	<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! 	<b>SPORT:</b> <b>Balloon Volleyball</b>  <b>&amp; Bridge Building CHALLENGE.</b> 
4.45pm	Pack Up	Pack Up	Pack Up	Pack Up	Pack Up
5.00pm	Snack Time <b>Crackers</b>	Snack Time <b>Museli 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....

**Beforecare Program – 6.30am - 8.45am** Our Beforecare Program 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 Program – 3.30pm - 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....

**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 3.40pm 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....

### Beforecare Program – 6.30am - 8.45am

Permanent Fee - \$16.00 | Casual Fee - \$18.00

### Aftercare Program – 3.30pm - 6.00pm

Permanent Fee - \$20.00 | Casual Fee - \$22.00

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.



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

## Who are we....

Kelly Club is an organisation that provides OSHC before, after school care and vacation care throughout Australia and New Zealand. Our aim is to provide not just 'a childcare facility', but to create a safe environment where children can have fun and benefit from in a number of ways. Our goal is to give children opportunities to do the things they love and enjoy in a supportive and encouraging environment. Kelly Club is closely aligned with Kelly Sports which has been providing a range of curricular and extra-curricular sporting programs for children in Australia since 1994.

## 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 Geelong 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 Behavior 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 DET. 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 (This will be set up in December). For further information on enrolling in Kelly Club please contact Jeff M: 0401 021 581 or Email: [stcatherine@kellycluboshc.com.au](mailto:stcatherine@kellycluboshc.com.au). **Before attending for the first time you will need to complete** an enrolment form. You will have 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 subsidy.

**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.

**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.