



Welcome

Welcome to the Fortitude Valley Police Citizen Youth Club (PCYC) Ascot Outside School Hours Care Program.

We trust that you will have a long and compatible association with us. Our aim is to provide a caring and secure environment where each child can develop his or her physical, intellectual, social and emotional skills to become competent and confident individuals.

PCYC conducts School Age Care at various schools throughout the State.

Fortitude Valley PCYC operates out of Ascot, Brisbane central and Hendra State Schools.

With today's expectations placed on working families we provide a safe centre for children with a quality program. As a not for profit community Organisation our primary focus is the children, their health and happiness.

Our Vision

Our vision is to improve communities through youth development.

Our Mission

Is that PCYC's in partnership with the government and community, be recognised for the excellence in youth development, through the provision of sporting, recreational, cultural and welfare programs.

Our policy of inclusion endeavours to understand and provide for the individual needs of your child. Depending on your child's support needs. The service will attempt to include children with special needs but most consider the safety of all children in the program.

Fees and Bookings

When enrolling with our service an Administration Fee of \$50 applies for each child.

All children must become members of the PCYC, the membership fee is \$20.00 and is valid to 31st December each year. This fee will be deducted from the booking fee. Enrolment forms will not be accepted until booking fees are paid. In addition an Enrolment fee of \$150.00 for each child applies which is credited to your account so that your account remains two weeks in advance. All information given on the registration forms remains strictly confidential.

Daily Fees

Before School Care	\$10.00 per morning	Casual	\$12.00 per day (when Available)
After School Care	\$16.50 per afternoon	Casual	\$18.50 per day (when Available)
Vacation Care	\$38.0 – \$45.00 per day \$10.00 to \$25.00 extra for Excursions.		

If a child is collected after the centre's closing time the family will attract a late fee of \$10.00. After the first ten minutes an additional charge of \$1.00 per minute will be incurred per child. If your child is collected late five time during the year your care maybe cancelled.

Child Care Benefits through F.A.O. applies to all of our child care programs. This means you may be eligible for rebates on fees. Please see our office for more information.

If you are eligible for Child Care Benefit (CCB) then you will receive Federal Government assistance with the fees.

Cancellation Policy

We want to ensure as many children as possible can access the service hence the following relates to bookings.

1. Book only the days you require
2. Places cancelled more than 48 hours in advance will not incur a fee.
3. Places cancelled less than 48 hours will incur a fee unless a medical certificate is supplied.
4. If your child/ren are not at the school at time of pick up then you will be charged full fees and an additional \$5 per phone call to locate the children, will be charged to your account. We need to ensure children's safety and limit non attendance.

Statements

Fees are to payable on the first day of attendance each week. Fees can be paid weekly or fortnightly but must be 2 weeks in advance. Failure to maintain your account may result in care being cancelled.

Statements are printed fortnightly in advance and can be collected from the service or may be emailed to parents when requested. All enquires regarding your account please contact the Child Care Manager on 0408738246.

Child/ Staff Ratio

The staff consist of

Child Care Manager – who is responsible for accounts, payments, enrolments and all other administration, including complaints and staffing.

Coordinator – are responsible for organising and overseeing of the complete program and dealing with day to day running of the Centre.

Assistants – who help in the day to day running and care of the children.

All activities are fully supervised, by experienced staff that are currently training or qualified in a child related field. The staff child ratio is 1 staff member to 15 children for both Before and After School Care.

Daily Procedures.

Before School Care

Before School Care starts at 7.00am and finishes at 8.45am.

Parents must sign their children in on arriving at the service.

A light snack is available for children at the service before 8.00am consisting of toast, cereal, milk

(milo) or juice. A variety of indoor and outdoor activities (depending on the weather) are available for the children to participate in. Children will travel to school on the centre bus or be walked by staff to school.

After School Care

Children are collected from school at 3.00pm and transported back to the service either by bus or they walk with staff back to the service. Afternoon tea is provided on arrival at the centre.

Children are then given the option of indoor and outdoor activities. Children are encouraged to do their homework first.

We also offer Active After School Care 3 times a week this starts at 3.30 and finishes at 4.30.

Parents can collect their children from 3.00 to 6.00pm but we ask that if they are enrolled for Active After School Care that they pick their children up after 5.00pm when the activity has finished. The centre is license for 89 children from the hours of 7.00 – 9.00 and 3.00 – 6.00, no children will be allowed in the service before or after these times.

