



Kelly Club Christ the King
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28 Riley Crt, Braybrook
ctk@kellycluboshc.com.au
www.kellycluboshc.com.au



KELLY CLUB CHRIST THE KING BEFORECARE & AFTERCARE OSHC PROGRAMS

We are CCS
approved

Who are we...

Kelly Club is an organisation that provides OSHC before and 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.

Where is Kelly Club located...

All our programs at Christ the King Primary School, Braybrook are run from the Hall. Entry is via the Morgan Street gate. This is where children are to be dropped off and collected from each day.

Pricing Structure... Pay as Little as \$2.10 for BSC and \$3 for ASC with CCS

Beforecare Program – 7:00am – 8:45am
Standard Session - \$14.00

Aftercare Program – 3:15pm – 6:00pm
Permanent - \$20.00 Casual - \$22.00

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 Subsidy is a single, means-tested subsidy available to families paid directly to service providers to be passed on to families to cover your out-of-pocket child care expenses up to the annual cap. Depending on your income you can be eligible for a percentage of the maximum amount, up to 85% of the actual fee charged.

Enrolling in the program...

Enrolling in Kelly Club is easy. Simply call our head office for information or ask at Christ the King 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.

E: ctk@kellycluboshc.com.au P: 0447 201 618

More Information...

Available at www.kellycluboshc.com.au





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Our Program Activities...

Beforecare Program – 7:00am – 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 – 3:15pm – 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 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.

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 milk drinks, cereals and toast with spreads.

Aftercare Program - All children on our Aftercare program will be provided with afternoon tea at approximately 4:00pm each day. Afternoon tea will vary each week and include food such as sandwiches on wholemeal bread, fresh fruit, vegetable sticks, dips, muffins, popcorn and always with fresh chilled water. Children that are still on the program at 5:30pm 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 program staff. We operate to a minimum 1:15 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.

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. Speak to our coordinator if you would like to talk further about our Behaviour Management Policy.

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 ACEQUA. This means we are able to combine feedback from many different approval assessors to help shape a very comprehensive set of *Policies and Procedures*.

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 programs. 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.