

Programme Policy

ABSENCES

The roll is checked before every session to ensure all children booked in are present. Once your child's name is on the roll we expect her/him to be at CLCAP unless we have been notified by you, the parent/caregiver. This is easily done by making a quick call to our answering machine before 2:30pm.

If we have not been notified by you of your child's absence and they do not arrive we do EVERYTHING we can to locate her/him.

All absences must be reported!

You must pay for enrolled days whether your child attends or not.

COLLECTING YOUR CHILD

When you collect your child, it is ESSENTIAL that you sign your child out in the roll book. The supervisor will show you where this is. We need to know that your child has gone home safely.

If a person arrives to collect your child and their name is not on your enrolment form, then we are obliged (for your child's safety) to keep your child in our care until you have been located for consent. To save embarrassment for all concerned, we appreciate prior notification from you on this matter.

Please remember that CLCAP closes at 5:15pm. A penalty fee is charged for late collection of children.

AFTERNOON TEA

Please include some afternoon tea (separately wrapped) in your child's lunchbox. If children are hungry at the end of a long school day they can become tired and grumpy!

We provide children lollies only.

MORE INFORMATION

Suggestions and feedbacks are always welcome. If you have any concerns or complaints please contact our manager.