



Yackandandah Primary School

YACKANDANDAH OUTSIDE SCHOOL HOURS CARE AND AFTER KINDER CARE PROGRAMS

CANCELLATION POLICY 2021

Families will be charged the booked session where they fail to give adequate notice of cancellation or absence.

Adequate notice for **After School Care & After Kinder Care sessions** is considered to be contact by phone/email to the school by 9.00am on the morning of the day of care for ASC/AKC. Please do not use the iParent portal or Facebook pages for late cancellations.

Adequate notice for **Vacation Care sessions** is considered to be; contact by phone/email to the school 24 hours prior of the VAC session, failure to do so will result in the VAC and/or Excursion payments being charged.

Adequate notice for **Before School Care sessions** is considered to be; contact by phone/email to the school by 3:30pm the afternoon prior to the BSC session. It is recognised that early cancellation for Before School Care may be difficult, for example, when a child wakes up ill on the day of care. In this situation there will be no session fee charged.

Yackandandah Primary's After School, After Kinder and Vacation Care service closes at 6.00pm. **Late collection of children will incur a fee.** The late collection fee will be calculated at \$10 for every 15 minutes. After 6pm Emergency contacts will be called. If there is an unexpected delay, please contact the school on (02) 6027 1431.

After Kinder Care operates on a term booking basis. Cancellations to a term booking will incur a cancellation fee of one week's sessions fee. Cancellations to a term booking need to be made through the program coordinator

