



Brighton Primary School

Team Kids Policies and Procedures

Outside School Hours Care

Q) What is the latest time I can add my child onto the roll for Before and After Care?

A) It is suggested that Parents give at least 24 hours' notice in order to book their child in. As Team Kids operates under a strict Child to Educator Ratio, it can be hard to find an educator within that 24-hour time frame; to ensure the service operates under the legal ratio. If you need to urgently book your child on the day, please call the Director Thomas Negri on 0436287094

Q) What do I do if my child has a medical condition?

A) If your child has a medical condition it must be disclosed as not doing so can put your child (and educators) at risk. You need an Action Plan that is still valid (within 12 months) and upload it to your child's enrolment page online. Once that is completed, you need to ensure Thomas has a set of your child's medication with a valid expiration date contained within its original box from the chemist, and has any extra included (spacer, tablets, drops etc). From there you need to complete a risk minimisation which must be completed on the day and uploaded to your child's account. If these three tasks are not complete your child will be unable to attend later bookings.

Q) Who can pick up my child from After School Care?

A) Only individuals whom are on the emergency contact list may pick up your child. These individuals must bring photo identification so we can match the individual to our records. Ensure when you update your child's account you tick all boxes that will allow them to pick up, not all individuals on the emergency contact list can do so. This individual must be over the age of 16 as it is a legal requirement.

Q) If I have a complaint and/or concern about the program, who do I speak to?

A) If you have concerns please let Thomas Negri know as soon as possible so the issue can be resolved. His office is located in the Italian room opposite the gymnasium; phone number 0436287094; email BrightonePS@teamkids.com.au

Q) Does my child get picked up from class at After School Care?

A) No. Only the Preps will be picked up for Term 1 and 2; otherwise all children are to meet Thomas and team in the hall within 5 minutes of the bell ringing.



Q) If my child is unable to attend a booking, what do I do?

A) Call Thomas ASAP. If your child is sick, you can email a medical certificate to Thomas and your booking fee could be refunded. If it is After School Care and Thomas has attempted to contact all Emergency contacts and none are responding; by 4PM the police will be contacted in order to assist with locating your child.

Q) Why are there a lack of resources at the service?

A) This is due to Team Kids being new to Brighton Primary School, it will take some time to accumulate resources. We are working hard to ensure all the Health and Safety Regulations are met first before moving on to the next priority. By the end of this week, new resources will be bought and found within the service. These resources will grow over time.

I hope these are of assistance and answer some of your questions

Kind regards

Tom Negri

Director of Service - Brighton Primary

Head Office: [1300 035 000](tel:1300035000)

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