

# **Petrie Community After School Care**

38 Armstrong Street, Petrie Q 4502

## **Enrolment and Booking Policy**

Petrie Community after School Care is administered by the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane. The service is jointly managed by the Petrie Catholic Community and Our Lady of the Way Catholic Parish Primary School to provide care for children attending Our Lady of the Way Catholic Parish Primary School and supports Catholic families to care for their children within a Christian environment. This is our core purpose. There are families other than Catholic who seek enrolment at our program. To this end we enroll families who are not Catholic but who value the ethos of the Program as expressed in our Mission Statement and who are supportive of the Catholic tradition in which the Petrie Community after School Care was founded.

Children may enroll into any of our services, Before, After or Vacation Care at the commencement of Pre Year One. Children must be at least 4 years old to attend the program. Once families have enrolled their child into the program, a yearly enrolment update is to be completed prior to the commencement of each new school year.

Because we do not have unlimited vacancies within our program booking forms must be submitted and approved by the Co-ordinator. Bookings are not transferred to each new school year. A re-booking form is to be completed and attached to the enrolment update. Placement of children at the Before School Care and After School Care service will follow the 'Priority of Access' outlined by the Department of Families. Children will be then placed in order of receipt of re-enrolment forms. Re-enrolment packages are available 6 weeks before the end of the school year.

Vacation Care bookings are taken for each school holiday period and do not carry over term placements or previous vacation care placements. An enrolment form must be completed for each vacation care program – Easter, Winter, Spring and Summer. The co-ordinator will confirm placement on receipt of enrolment form.

Older siblings of children currently enrolled at Our Lady of the Way Catholic Parish Primary School may be eligible for enrolment into vacation care programs up to their 13<sup>th</sup> birthday. Circumstances apply.