WELCOME TO CGS CARE
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CGS CARE

CGS Care is the out of school hours care program at Canberra Grammar School. Managed by the School, CGS Care incorporates all before school, after school and holiday care programs at the School’s Northside and Southside campuses.

CGS Care provides a safe, caring, quality environment in which children are empowered to make choices around activities and encouraged to build positive relationships. The program develops independence, self-help skills and self-esteem by allowing children to make choices and contribute to the offering of activities. A combination of indoor and outdoor activities are provided each day and are guided by children’s interests and abilities.

MEET THE DIRECTOR

Mrs Tanya Alcorn is the Director of CGS Care. Tanya has excellent experience in childcare programs including twelve years in the area of Early Childhood and six years managing School Age programs. Tanya comes to CGS from the YWCA where she was Program Support Manager for the Children’s Services portfolio. Tanya works closely with CGS Campus Directors, Mrs Leith Biggs, Mrs Jenny Thompson and Mr Ken Raven, to ensure continuity of care and communication across the entire School day.

CGS Care follows all School policies and procedures and the priority of access guidelines set out by the Australian Government.

HOURS OF OPERATION

CGS Care offers permanent and casual places for students from Preschool to Year 6. CGS Care (ELC and Junior School) are closed for two weeks over the Christmas break and CGS Care (Northside) is closed for four weeks. Both Centres/programs are also closed on public holidays.

Before school: 7.30am – 8.45am, Monday to Friday
After school: 3.00pm – 6.00pm, Monday to Friday
Holiday program: 7.30am – 6.00pm, Monday to Friday

FEES*

CGS Care is registered with the National Quality Framework (NQF). The Child Care Benefit (CCB) and Child Care Rebate (CCR) are available through the program for families to access. All families need to be registered for CCB/CCR with the family assistance office. You will need to provide the service with your customer reference numbers (CRN) for you and your child. The Family Assistance Office can be contacted on Ph: 136 150.

Click here for more information about CCB and CCR.

Before School Care Fee: (casual) $21.00  (permanent) $19.00
After School Care Fee:  (casual) $32.00  (permanent) $30.00
School Holiday Programme: $75.00 per day – effective April 2016.
(Note: Cost is inclusive of excursions and activities).
Late Collection Fee:  $20.00 for every 15 minutes or part thereof after 6.00pm

*Approved child care provider, allowing eligible families to access the Child Care Benefit and/or Child Care Rebate.
BOOKINGS
Bookings are required two weeks in advance. Bookings for casual care require 24 hours notice to ensure that staff ratios are maintained.

ENROLMENT FORMS
To make a booking please complete the enrolment form available here, at School receptions and on the CGS website CGS.ACT.EDU.AU. All enrolment forms need to be forwarded directly to CGS Care at cgscare@cgs.act.edu.au
Before and after school care bookings will roll over each year. However, families are required to re-enrol for a position in the School holiday program each holiday.

CHANGES TO BOOKING
Changes to bookings must be given in writing to cgscare@cgs.act.edu.au and two weeks’ notice is required to reduce days or to cancel a booking. Additional days may be added immediately if space is available.

ARRIVAL AND DEPARTURE
It is a legal requirement that a family member or authorised guardian signs the attendance sheet on arrival and departure from CGS Care. These documents are important as they not only indicate attendance at the program but are used in the case of any emergency procedures such as fire drills and are required for compliance with reporting to The Department of Education.

ABSENCE
If your child is booked into the program and will not be attending, please notify staff via email: cgscare@cgs.act.edu.au CGS Care will be automatically notified about absences already reported to the School.

FOOD
Afternoon tea is provided each day and water is available for the children at all times. Please indicate on the enrolment form if your child/ren has any specific dietary requirements.

SUN SAFETY
Children and staff are required to wear hats and apply sunscreen every day during the months of August–May.

MEDICATION
If your child/ren requires any medication to be administered at the program please complete the medication form that is available on request.

FAMILY COMMUNICATION
Feedback and input from parents is encouraged and appreciated. Families are warmly invited to share any skills and areas of interest with the program. Please contact cgscare@cgs.act.edu.au regarding any suggestions or feedback. Families are welcome at the program at all times.