

Canberra
Grammar
School



READY FOR
THE WORLD

CGS  *Care*

WELCOME TO **CGS CARE**



WELCOME TO CGS Care

CGS Care is the out of school hours care programme at Canberra Grammar School. Managed by the School, CGS Care incorporates before school, after school and holiday care programmes for children from Pre-School to Year 6 at the School's Campbell and Red Hill campuses.

In partnership with families, CGS Care educators actively engage children in a diverse range of indoor and outdoor activities. We view our children as active participants in the program, encouraging their input and valuing their ability to initiate and lead their own learning. Our programs are designed to reflect each child's unique strengths, interests, and learning styles.

Our programmes are guided by the Early Years Learning Framework and the My Time, Our Place learning framework, ensuring that every child's strengths, interests, and learning styles are recognised and nurtured.

CGS Care follows all School policies and procedures and the priority of access guidelines set out by the Australian Government. Our service operates under the National Quality Standards and National Quality Framework.

CGS Care Team

Director of CGS Care – Ms Tanya Alcorn

CGS Care Associate Director – Ms Kate Watson

ELC Coordinator – Ms Safa Ibrahim

Kindergarten – Year 1 Coordinator – Ms Dahee Kim

Year 2 – Year 6 Coordinator – Ms Ebony Ingram

Northside Coordinator – Ms Faith Tagab

CGS Care Receptionist and Expand Coordinator
– Ms Jess Kalinowski



L to R: Ms Ebony Ingram, Ms Kate Watson, Ms Jess Kalinowski, Ms Tanya Alcorn, Ms Faith Tagab, Ms Dahee Kim, Ms Safa Ibrahim.

PHILOSOPHY OF CGS Care

Our fundamental purpose as a service is to provide a positive learning environment that engages students and empowers them to attain high levels of achievement and to continually improve their learning.



DEVELOPMENT OF THE WHOLE CHILD	DEVELOPMENT OF OUR EDUCATORS	DEVELOPMENT OF OUR LEARNING ENVIRONMENT
<p>Both the International Baccalaureate Primary Years Programme (PYP) and the My Time Our Place (MTOP) emphasise the importance of young children’s personal development in tandem with their increasing independence in general capabilities such as self-management, social awareness and motivation.</p> <p>We use a transdisciplinary, inquiry-based approach to learning which fosters the development of the curious and creative mindset. The careful fusing of the MTOP, PYP, and the philosophy of Reggio Emilia inform the CGS curriculum. The powerful pedagogies contained within these programmes enable children to work through their strengths, engage in conceptual play-based learning and to develop a sense of their own ability to have impact on their learning and their immediate environment.</p> <p>The driving force of what we do comes from knowing our students, their needs, characteristics and wellbeing.</p> <p>Our aspiration is to develop, curious, creative, confident, compassionate citizens of the world.</p> <p>We respect, value and promote:</p> <ul style="list-style-type: none"> • Play-based learning • Developing curious and creative mindsets • Personal competencies; integrity, perseverance, collaboration, empathy • Supporting a child’s personal growth and wellbeing through inclusion • Student Agency; Children seen as active participants in the learning journey • Emphasis on developing general capabilities and increase their independence • Connection to country through reflection of indigenous perspectives • Life skills taught as an important part of the learning; and • The integration of the ‘Positive Schools Framework’ to develop respect, responsibility and resilience. 	<p>Partnerships within the school community provides a wealth of knowledge through innovative and diverse frameworks, evidence based research and ongoing professional development. Educators use this for professional learning and growth.</p> <p>Integral to the facilitation of children’s learning is the need for educators to plan collaboratively and to practise critical reflection within teaching teams. Educators not only model the importance of reflective practice, but also engage children and their families in constructing and tailoring the learning and teaching programmes to meet ongoing and emerging needs and interests.</p> <p>We respect, value and promote:</p> <ul style="list-style-type: none"> • Transdisciplinary learning • Professional knowledge and skills • Inquiry-based learning • Collaborative conversations • Critical self-reflection • Proactive engagement with the child and their families • Constructing and tailoring our teaching and learning programmes • A commitment to meet the ongoing and emerging needs and interests of the child • Continuous improvement for learning; and • Building a connection to country through continued critical reflection of indigenous perspectives 	<p>Our goals are embedded within the child-centred environment where children are supported socially and emotionally as a foundational necessity for learning.</p> <p>In focusing on the child and their families from our earliest years, our programmes attend to the range of cognitive, physical and cultural needs.</p> <p>The school’s value of community engagement, sustainable practices and action ensures that staff, children and families are encouraged, resourced and supported to contribute to the local community and professional educational networks, nationally and internationally.</p> <p>We respect, value and promote:</p> <ul style="list-style-type: none"> • Innovative and inclusive teaching and learning • Play-based learning • Stimulating indoor and outdoor environments • Spaces that encourage self-discovery and risk taking • Community engagement and action • Professional educational networks; nationally and internationally • Connecting with the local environment and Aboriginal and Torres Strait Islander people; and • Being part of a global community.

Hours of Operation

CGS Care offers permanent and casual places for students from Pre-School to Year 6.
CGS Care is closed between Christmas and New Year and on public holidays.

Before-School: 7:30am – 8:30am, Monday to Friday

After-School: 3:00pm – 6:00pm, Monday to Friday

Holiday Programme: 7:30am – 6:00pm, Monday to Friday

Closed all public holidays

FEES

A complete list of fees can be viewed in the Fee Schedule on the CGS website:

CGS.ACT.EDU.AU/ENQUIRIES/FEE-SCHEDULE

Child Care Subsidy (CCS)

All programmes are eligible for CCS. Please ensure you have provided your child's and the registered parent's CRN and DOB to ensure your CCS is paid correctly.

- All ELC bookings are under CGS ELC Southside
- All Northside bookings are under CGS ELC Northside
- All Kindergarten to Year 6 are under CGS Care Junior School

The Family Assistance Office can be contacted on **136 150**.

For more information on childcare assistance, visit **SERVICESAUSTRALIA.GOV.AU/CHILD-CARE-SUBSIDY**

Payment of Fees

All CGS Care fees are to be paid by direct debit. CGS Care enrolments may be discontinued if fees remain unpaid for more than two weeks without written consent from the School. Students may not be permitted to register or attend CGS Care if fees remain unpaid for more than two weeks.

Debtor Liability

All parties on the enrolment form are jointly and severally liable for all fees and charges payable. This arrangement continues irrespective of any changes to the relationship between the signatories. The responsibility of fees and charges may only be varied by Court Order or by formal written agreement signed by all signatories to the enrolment form.

Split Billing

Split billing is available where two or more people living in separate households are responsible for payment of CGS Care fees. Formal written consent is required by all signatories and a new enrolment form is required from all applicants.

Enrolment

Enrolments can be made through Xplor Education on the CGS website.

CGS.ACT.EDU.AU/SCHOOL/PRIMARY-SCHOOL/HOLIDAY-CARE-OUT-OF-HOURS-CARE

For families who do not have an existing booking or have not registered before, click on the relevant enrolment form for the service you wish to enrol your child in.

For families who have an existing account, please sign in to either the Home App or Home Web using the email address that your CGS Care statements are sent out to, to update your bookings and details.

If you have forgotten your password just press reset and a new password will be sent to you.

Please only use the email address provided to ensure only one account is set up for your child/ren.

Bookings

Permanent bookings are required two weeks in advance. Bookings for casual care require 24 hours notice to ensure that staff ratios are maintained.

All casual bookings for Before/After School Care and Holiday Care can be accessed through your Xplor account via the Home App or Home Web.

Changes to permanent bookings require two weeks notice to reduce days or to cancel a booking. Additional days may be added immediately if space is available. Please email your request to **cgscare@cgs.act.edu.au**.

Absence

If your child is booked into the programme and will not be attending, please notify staff via the Home App or Home Web, or email cgscare@cgs.act.edu.au

CGS Care will be automatically notified about absences already reported to the School.

For permanent bookings, 2 weeks written notice is required to reduce days or cancel, otherwise charges apply. For casual bookings, 24 hours notice is required to cancel, otherwise charges apply.

Arrival and Departure

It is a legal requirement that a family member or authorised guardian uses the iPads to sign the children in on arrival and departure from CGS Care. These documents are important as they not only indicate attendance at the programme 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. Persons under 16 years of age are not permitted to drop off or collect children. In the case of an emergency, a parent/guardian is to contact CGS Care and provide details of the changes to arrangements. Authorised people will be requested to provide photo identification if they are unknown to the educators.

Food

A Snack 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 broad brimmed hats and apply sunscreen every day during the months of August to May. Please ensure children are wearing clothing that ensures the ability to protect the wearer from harmful UV radiation. Clothing should cover as much skin as possible.

Outside play and excursions will be modified in response to UV guidelines.

Medication

If your child(ren) requires any medication to be administered at the programme please complete the medication form that is available on request.

Family Partnerships

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

Buddy Programme

During their time at CGSCare, the children have the opportunity to participate in various Buddy Programme experiences.

The fortnightly planned activities include bushwalking and opportunities to play.

All CGSCare programs join together at least once during holiday care times to facilitate the cross-campus community relationships.

CGS Care Programmes (Term time)

Before-School Care

ELC

- Caters for children in Pre-School and Pre-Kindergarten
- The service operates out of the Early Learning Centre in the Pre-School classrooms

NORTHSIDE

- The service operates out of the Playhouse.

KINDERGARTEN – YEAR 6

- The service operates out of the International Centre Foyer.

After-School Care

ELC

- Caters for our children in Pre-School and Pre-Kindergarten who are under school age
- The service operates out of the Early Learning Centre in the Pre-School classrooms

KINDERGARTEN – YEAR 1

- Caters for our children in Kindergarten and Year 1
- The service operates out of the International Centre in room IC108

YEAR 2 – YEAR 6

- Caters for children in Years 2 – 6
- This service operates out of the International Centre in room IC109

NORTHSIDE

- Caters for children in Pre-Kindergarten to Year 2
- The service operates out of the Gallery

CGS Care Programmes (Holiday Care)

ELC

- Caters for our children in Pre-School and Pre-Kindergarten who are under school age
- The service operates out of the Early Learning Centre in the Pre-School classrooms

KINDERGARTEN – YEAR 1

- Caters for our children in Kindergarten and Year 1
- This service operates out of the International Centre in room IC108

YEAR 2 – YEAR 6

- Caters for children in Years 2 – 6
- The service operates from the International in room IC109

NORTHSIDE

- Caters for children in Pre-Kindergarten to Year 2
- The service operates out of the Gallery





Kindergarten - Year 1
After School Care & Holiday Care

Year 3 - Year 6
After School Care & Holiday Care

Exapnd Programmes
drop-off loaction

PS 137

IC 108 IC 109 Foyer

THE INTERNATIONAL CENTRE

Kindergarten - Year 6
Before School Care

K-YEAR 2 BUILDING

JOHN LINGARD HALL

PRIMARY SCHOOL RECEPTION

EARLY LEARNING CENTRE

ELC RECEPTION

EL 101

ELC
Before School Care,
After School Care
& Holiday Care

DROPOFF ZONE - NO PARKING



ALEXANDER STREET

Canberra
Grammar
School



CGS  *Care*

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