

# LAC Factsheet 2023

## Key Contact Details

**Service Name:** Lindfield Activity Centre

**Service Ph:** 0427 911 657

**Email:** lacentre@outlook.com

**Website:** www.lindfieldactivitycentre.com.au

**Centre Director/Nominated Supervisor:** Shannon McCarthy

**Educational Leaders:** Lucy Bregenhoj and Vanessa Veliotis

## Opening Hours

**Before School:** 7:15 am - 9:00 am

**After School:** 3:00 pm - 6:00 pm

**Vacation Care:** 7:15 am - 6:00 pm

## Illness and Disease:

- If a child is showing symptoms of an infectious disease whilst at home, families are not permitted to bring the child to the service for up to 48 hours. Children who appear unwell when being signed in by their family will not be permitted to be left at the service.

## Delivery and Collection of Children:

- Children are not to be left at the service unattended at any time prior to the opening hours of the service and must be collected by 6pm in the afternoon
- Only people over the age of 16, and on the child's contact list, are able to collect children unless parent/guardians provide written notice advising otherwise.

## Extra-Curricular Activities:

- If your child has an extra-curricular activity to attend while they are at after school care then you need to fill out an 'extracurricular authorisations form' which can be found on the LAC website. LAC will not take your child to these activities unless this form has been signed.
- If the time, date or location change you will need to notify us and fill the form out again.
- LAC does not hold any responsibility for your child's safety & wellbeing whilst at this activity as they are signed out of the service to attend.

## Absence from the Service:

- Families can mark their child/ren as absent on Becklyn. This must be done before midday of the previous business day.
- Alternatively, families may notify the centre if their child/ren will be absent from the service, via email, before 2pm the day of.
- Each family is expected to make booking in advance for all required sessions including casual bookings with as much notice as possible.

## Fees:

- Invoices are issued fortnightly via email and the specified amount will be directly debited from the nominated account a few days later (specific date will be stated in the invoice). If you have any issues with payment, please advise the centre as soon as possible to organise alternative arrangements.