

HUNTINGTOWER

Prep to Year 12 Co-Educational School



Huntingtower

After School Care
Parent Handbook

Updated 9Sept2025

Huntingtower School

77 Waimarie Drive, Mount Waverley, 3149
Victoria, Australia

Telephone: +61 3 9807 8888

Email: admin@huntingtower.vic.edu.au

Web: www.huntingtower.vic.edu.au

Business Details

ABN 23 004 231 654 Registered School
No. 1267 CRICOS Provider No. 00145E



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Introduction

Educational Leader

Melissa Tang

Email: asc@huntingtower.vic.edu.au

Purpose

The Huntingtower Aftercare program is in line with the National Quality Framework Outcomes for children which are:

- Children have a strong identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

The Huntingtower Aftercare program aims to provide a 'home away from home' feel at the end of a school day. It is a place where students can relax and enjoy the company of students from other year levels amongst their friends in an informal environment. It provides the opportunity for free play, both indoors and outdoors (weather permitting).

Huntingtower Aftercare believes in the value of unstructured and healthy play as part of a child's development. It assists students to express creativity in a variety of ways. It also imparts the opportunity for students to initiate activities and follow their own interests in this free time. In addition, it provides an environment where homework can be completed, including computer based programs. The program also

offers a number of structured games and craft activities every week for students to learn new skills, develop social interactions and stimulate their creativity.

Activities are designed and created around different interests amongst the student's requests. There is the opportunity for students to express their interests to the supervisors to enable this to be included in activities.

Outdoor play is not only an opportunity for students to get fresh air and play games with their friends but also gives them the chance to use their imagination through play, explore in the sandpit and play on the adventure playground in teams or partner games. The focus of outdoor play is to encourage team play and cooperation amongst different age groups. Along with this the Huntingtower Aftercare Program follows the school rule of 'you can't say you can't play' to encourage inclusion amongst everyone.

Note: Indoor and outdoor activities run concurrently much of the time with an assistant or supervisor in each area. The weather or time of year may affect the program and specific activities.



Operation Hours

Huntingtower’s Aftercare operates from 3:10pm-6:00pm, Monday to Thursday that the Junior School students are in attendance. It caters for students from Prep – Year 6.

The Aftercare Staff are available to be contacted via email from 3pm onwards

Venue

The program operates within the Year 6 classroom and Playground.

Staffing

One trained supervisor coordinates the program with a supported assistant. There is 1 staff member to every 15 children.





Procedures

Enrolments

All Parents/Guardians must complete the enrolment form for Aftercare prior to their child attending. This must be completed every year. Details include:

Medical details and authorities relating to the collection of your children.

Arrangements for movement of students to and from other extracurricular afterschool activities.

Parents must ensure that forms are fully completed, with the required attachments and submitted to the Aftercare Educational Leader prior to their child attending the program. This is in accordance with the Education and Care Services National Regulations (section 160, 161 & 162).

[Click here for our Enrolment Form](#)

[Click here for the ASC Permission Form](#)



Bookings

Children can be booked into Aftercare on either a permanent or casual basis. Please ensure that Aftercare is aware and alerted if there is a day your child cannot attend. Failure to do so will incur additional fees.

This can be done by simply emailing either asc@huntingtower.vic.edu.au

Casual bookings can be made via email with 24 hours notice. For emergencies please contact admin@huntingtower.vic.edu.au

A \$20.00 late enrolment booking fee will be incurred for bookings made on the same day.

To ensure your child's safety please note:

- Any request for your children to attend extra-curricular activities on the nights they attend Aftercare must be advised to the certified supervisor of the Aftercare Program.
- All bookings and cancellations must be made by a parent or guardian.

Due to capacities being reached quickly, late cancellations or enrolments will incur additional costs and fees.

Immunisations

As a friendly reminder, please ensure you provide your child's current Immunisation Statement when submitting the After School Care enrolment form.

It is mandatory to provide your child's current Immunisation History Statement from Medicare on attending our After School Care facility. Please refer to the Department of Health, Primary School Immunisation requirements (Immunisation Statements). This information can be accessed by clicking [here](#).



Collection

A parent, guardian or other pre-arranged adult may collect the child/ren from Aftercare. The school must be notified in writing on the enrolment form of any changes to the person collecting the children. Children must be signed out of the service through the 'sign out sheet' within the Aftercare room.

All children must be collected by 6pm. Please note additional charges will be incurred for any pick-ups after 6pm.

The pedestrian gate from Dunsmuir Drive is locked at 5:15pm. Access through the front school gates at Waimarie Drive will be available.

Child Care Subsidy

As of 2017 we have become a Government Service and offer childcare subsidy. Parents may apply for the [child care subsidy](#) which will be credited to their School fee account.

Note: Families receiving Childcare Subsidy, must update Centrelink on any changes to their income, activity and other circumstances via their Centrelink online account.

Please feel free to talk to the supervisor should you have any further queries.

ASC Fee & Billing

After School Care program will be available Monday to Thursday from 3.10pm to 6pm. The fee is \$20 per hour/ part hour, with a minimum 1 hour charge. Parents may apply for the [child care subsidy](#) which will be credited to their School fee account.

Billing is invoiced at the end of each term with your school fees. Should you feel the need to discuss this, please contact the main office during school hours and speak to the accounts department.

Fees are charged within half hour blocks with a minimum





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