



## The Kids Castle Before & After School Care

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## The Kids Castle Term 4 Updates!

Dear TKC Parents,

We would like to send a big thank you to our TKC families for their support and patience during this transition time.

There is so much information to tell you about! With our new Administration team, Becklyn P/L, coming on board Term 4 has been one of much change at The Kids Castle. Below is information on new billing procedures, how to change your bookings and some exciting new changes occurring over the next few weeks.

Kind Regards,

The Kids Castle Parent Committee

### 2015 Fees

We are pleased to let our families know that The Kids Castle will be reducing the fees for permanent sessions commencing in 2015. Casual fees will remain the same. The new fees are as follows:

Permanent morning session fee: \$14.50

Permanent afternoon session fee: \$18.50

### Billing

In Week 8, you will receive a Closing Balance statement through our old administration system.

After this, you will receive fortnightly statements each Tuesday beginning Week 9, 2<sup>nd</sup> December 2014.

### Payments

The Kids Castle offers two payment options:

#### 1. Internet Transfer:

You can continue to pay your fees via Internet Banking. The Centre has new bank account details - please use the details below when making your internet transfer.

**Account Name: THE KIDS CASTLE INC**

**BSB: 062-166**

**Account Number: 1041 6399**

**Payment Description: Your Username (four digit login number) and Your Surname**

***Please Note: The St George account will still be active until the end of the year in case funds are accidentally transferred however we ask that you ensure all future payments are made using the new details above.***

**2. Direct Debit:** You can arrange to have the balance of your account, or a pre-designated set amount, direct debited from your credit card or bank account on a fortnightly basis. The debit will occur approximately two days after you have received your statement. To sign up for EziDebit please complete the form (page 3 of this letter) and return it to the Centre in person or via email.

**Webserver and 2015 Enrolment:** <https://www.becklynweb.com.au/castlecove>

We are very excited to have already received so many Enrolment forms through our new online system. The approval of Enrolments and places for next year is underway by our team at The Kids Castle and they will be in touch with families soon with further information. Please make sure you have returned to the Centre your permission slip, immunisation record, receipt of payment and any medical action plans (if applicable to your child).

Please log on to the Webserver to change your password and set secret question and answers through the User Menu. We also ask that your contact details are kept up to date by amending them when applicable through the Parent Menu. This will ensure that the Centre has the most current details in case contact needs to be made.

### **Bookings**

The Kids Castle will be increasing the places available in 2015 due to the high demand of the Centre. The school is in full support and will be providing us with additional space.

Bookings changes are now able to be made through The Kids Castle's online Webserver! You can make changes to Permanent and Casual bookings by logging onto the Webserver and clicking on the Before and After Bookings link under Parent Menu.

Changes to the Centre's booking rules are as below:

- Casual bookings and 'away' bookings must be made before 12pm (midday) for the following day. Bookings needed after this cut off time should be made by contacting the Centre and are at the discretion of the Director.
- Permanent bookings must be made by 9am on Friday for the following week. Cancellations after this time are chargeable. Bookings needed after this cut off time should be made by contacting the Centre and are at the discretion of the Director.

### **Touchscreen technology**

You may be aware that we are soon about to embark on touchscreen technology at The Kids Castle! This will allow parents to electronically sign their children in and out of OOSH sessions.

We are anticipating the introduction of our Touchscreen into the Centre next week! It will be in 'test' mode for the first week. The Centre will still be using paper rolls as well as the Touchscreen. It will then go Live the week after, Week 9.

Please be aware you will need to know your individual Username and password. This will be the same details used to access the webserver.

Over the next few weeks Roz and Zan will be on hand to assist with the process, answer any questions and to ensure our Centre staff are trained in the new systems.

### **Website**

The Kids Castle will soon have its own website. Stay tuned for more information

### **New Director**

The Kids Castle has commenced their search for a new Director.

We are currently accepting applications and welcome suggestions.

### **2014 Christmas Party!**

Please remember to RSVP for The Kids Castle 2014 Christmas Party being held on December 12<sup>th</sup> 2014.

If you have any queries please contact The Kids Castle parent Committee at: [committee@thekidscastle.com.au](mailto:committee@thekidscastle.com.au)