

## Who can use this service

The occasional childcare service is for children 0 to 6 years. If you need care for your child/ren while you meet friends, attend an interview, go shopping, need some time to yourself or for any other reason, you will be able to take advantage of this wonderful service. Childcare is also available for most daytime classes or workshops at the Cottage.

## Children's Program

Our stimulating program and learning activities are based on the children's needs and interests for a multi-aged grouping 0-6 years.

This covers all areas of skill development such as - fine and gross motor; emotional and social; language and cognitive. Such activities may include blocks, puzzles, home corner, play-dough and numerous craft. Outdoor play (weather permitting) may include sandpit, bikes, climbing frames and cubby house.

Our warm caring staff ensures a child focussed, flexible environment and are committed to the development of the "whole child".

## Grievance Procedure

Any complaints or concerns may be directed to the Primary Nominee, Louise Schweiger, phone 9722 1944 or, in her absence, one of the nominees listed on the Childcare Centre entrance door.

For further information, a copy of our complaints policy and other policies are attached to the noticeboard in the Childcare Centre.

Complaints direct to the Department of Education can be made to North Eastern Victoria Region, Level 3, 295 Springvale Road, Glen Waverley 3150 Telephone 1300 307 415

## Comments or Suggestions

Your comments or suggestions are welcomed by the childcare supervisor. If you require any further information about this service or the many other programs, projects and activities conducted at the Cottage, please give us a call on 9722 1944 or email.

## Hours and days of operation

Monday to Thursday 9am to 1pm

Friday 9am to 12noon \*

At the beginning of each term, please check hours available - demand often changes

\*1pm upon demand and sufficient numbers

## Fees

Wonga Park Community Cottage is a non-profit organisation. The Committee of Management structures affordable childcare based on cost only, we cannot fund non-financial childcare places.

### Occasional Care

Session times - 9am-12noon or 9am-1pm

**One child \$36 3 hours | \$48 4 hours**

**Sibling/s \$18 3 hours | \$30 4 hours**

Optional extra hour between 12noon-1pm on days available is at full price for all children, with no discount available (including siblings).

Permanent bookings - 5% discount for full term

Shorter periods are subject to availability and Fees are charged at an hourly rate of \$12 per hour

### Childcare (for class participants)

**One child \$6 per hour**

**Sibling/s \$3 per hour**

Fees are charged at discounted rate for the duration of the class. Bookings can be extended and the normal rate will apply until the end of the session.

### Late fees

In order to cover any additional time worked by the educators, there will be a late fee of \$10 charged for every additional ten minutes your child remains in the Centre after the end of a session.

### Cancellations

Fees are charged for session booked and non refundable without significant notice ie. before 3pm the day prior. Otherwise, we will attempt to fill the vacancy and, if successful, will be in a position to offer a partial refund for the relevant fee charged less a cancellation fee of \$10.



# Occasional Care and Childcare

**WE AIM TO PROVIDE A SAFE, CARING, RELAXED AND EDUCATIONAL ENVIRONMENT.**



Our Centre is registered with the Department of Education and Training as a Limited Type 2 Childcare Centre. Licence ID: SE-00015916

**Unit 1, 9-13 Old Yarra Road  
Wonga Park 3115**

**9722 1944**

wpcc@bigpond.com.au  
wongaparkcommunitycottage.org.au  
ABN 54 099 451 538

## GENERAL INFORMATION

### What is occasional care?

Occasional Care (OCC) is a centre-based form of child care. OCC services are responsive to the needs of the general community and provide flexible care which allows parents to meet their work-related and non-work related commitments. Families can access OCC regularly on a sessional basis, or irregular.

A limited hours type 2 service is a service where each child is cared for or educated for not more than five hours a day and not more than a total of 15 hours a week

### Settling Children In

Some children take a short period of time to settle in, especially the first time they attend. Allow some extra time for this. Generally, once children become familiar with the staff and the routine they are happy to come to the Centre.

### What to bring

#### PLEASE NAME EVERYTHING!

Parents need to bring whatever food and drink requirements their child will need during the session: baby bottles, nappies and a complete change of clothes. Seasonal items - bring boots & coats for winter, hats & sunscreen for summer.

**Important:** Please do not bring nuts or products which contain nuts (eg. peanut butter, muesli bars, Nutella). This is to prevent accidental exposure to children at risk. Please refer to our anaphylaxis policy which is displayed on the childcare wall.

### Code Red and Bushfires

Our facility has been identified as being of those at high bushfire risk and listed on the DET Bushfire At-Risk Register. Our centre will be closed when a CODE RED (Catastrophic) fire danger days. A Code Red day will be determined no later than 1pm the day before the potential closure. Further information is available.

### Sick children

Please do not bring sick children to the Childcare Centre.

Due to Health Regulations and the danger of passing on the illness, we are unable to care for children who are sick. If your child becomes ill during the session, either you or an emergency person nominated by you will be contacted to collect the child. If unable to contact anyone, the childcare supervisor has the right to seek medical attention. Parents are responsible for all medical costs. The supervisor reserves the right to exclude or refuse entry to any child who appears to have an infectious or contagious disease

### Parent's responsibility

To be aware of our policies which are displayed in childcare room and keep the office up to date with any changes to medical or contact details.

**ENROLMENT:** On or prior to your first childcare session, bring a fully-completed enrolment form, which includes at least two emergency contacts, medical conditions (if any) and your child's immunisation records. Your child cannot be left until these forms are given to office staff. From 1 November 2018, parents and carers must provide a current Immunisation History Statement to early childhood services twice a year as part of the 'No Jab, No Play' legislation.

**ON ARRIVAL:** Bring your child into the Centre and see a staff member. Sign in your child in the Attendance Book. Include time of arrival, child's name and parent's signature. Please advise us the nominated person collecting the child.

**WHEN LEAVING:** Let staff know that you are taking your child. Sign out your child in the Attendance Book – time and signature. Make a booking for the following week at the office.

### Kindergarten drop off service

We work with local families and the Burch Memorial Pre-School for children attending the afternoon kindergarten sessions or activity groups.

This enables children attending our occasional child care session be transferred between the adjoining child care services within the Wonga Park Community Centre facility. Parental permission is required upon enrolment and alternate arrangements are required for the collection of the child when the kindergarten session is not operating. By prior arrangement only and bookings are essential due to limited spaces.

### Payment of fees and discounts

Payment for your child's occasional care session is required at time of the booking and MUST be made at reception prior to children entering the Childcare Centre.

Bookings can be made on a casual basis ie. week by week (or adhoc) OR as a permanent place. Term bookings enable you to put your plans into action. If 2 consecutive weeks of attendance are missed without just cause, the position will be forfeited and offered to the next child on the waiting list.

Discounts for full term payment are available. If fees are not paid by the end of week 2, the discount option will be removed.

Please note sibling discounts do not apply between 12noon-1pm.

We happily assist your endeavours and book childcare workers to DET regulations and have to pay staff accordingly.