



**Klemzig Kindergarten**  
Nurture ■ Growth ■ Excellence

## KLEMZIG KINDERGARTEN

### OCCASIONAL CARE POLICY

Occasional Care is offered on Thursdays and Fridays.

#### Eligible Enrolments

In our government funded Occasional Care sessions, we can accept enrolments for:

- Children aged between 2 and 5 years ***who are not currently accessing other preschool services or childcare.***
- Bookings of no more than one session per fortnight (8:45am – 11:30am **OR** 12.30-3.15 pm)
- Children cannot attend more than one session per week, regardless of which centre they access Occasional Care at – i.e. a child cannot attend a session at another preschool and a session at Klemzig Kindergarten in the same week.
- Children who are under Guardianship of the Minister (GOM) or Families in crisis may attend up to 1 sessions per week.

#### What is “Occasional Care”?

Occasional Care provides ‘now and then’ child care to enable parents/caregivers to participate in activities, fulfil work commitments, keep appointments, or to have a break from their child/ren on an occasional basis rather than as a regular booking in a long day care child care centre.

#### Bookings

Bookings can be made one session in advance, but a regular booking such as every Thursday am are not able to be booked ahead of time. At your child’s Occasional Care session, you can book them in for a future session or you can phone Klemzig Kindergarten to book. Staff will book children into Occasional Care sessions to ensure that all families have fair and equitable access to the service. Bookings can only be made by speaking with Klemzig Kindergarten staff during operating hours by ringing 8261 2893.

#### Fees and Charges

Fees are set by the Department for Education and Child Development and are not negotiable. The standard session fee is \$5, however if you have a current Health Care Card (which must be sighted by staff) the fee is \$1.50. Families with more than one child attending the same session or in the same week will get a 50% reduction on the fee for each subsequent child. Fees for Occasional Care sessions must be paid on arrival, using correct money.

**Late Collection Charge** If children are not collected at the stated closing time of their booked session, parents/caregivers will be charged \$10 for the first 15 minutes late, then \$5 for every 10 minutes after the first 15 minutes.

**Children will not be able to attend an occasional care session until all fees/charges have been paid.**

### **Cancellations**

If a child is booked into a session and does not attend, the full fee will still be charged and will need to be paid before the child can attend a future session. If a booking is made and needs to be cancelled (due to unexpected illness, etc), we ask that parents/caregivers cancel as soon as possible, so that the booking can be offered to another family. Bookings cancelled ahead of the start of the booked session time will not be charged.

### **Nappy Changing**

If your child is still in nappies, you must inform Klemzig Kindergarten Occasional Care staff of this and any special requirements that your child has in relation to this. Parents/caregivers are responsible for providing nappies for their child. Spare nappies are **NOT** supplied through the Kindergarten and a fee of \$2 per nappy will be charged if needed.

### **Toilet Training**

If your child is undergoing toilet training, it is the responsibility of the parent/caregiver to discuss any additional information/needs with Klemzig Kindergarten Occasional Care staff. This will make it easier for us to support you and your child in this area.

## **PARENT RESPONSIBILITIES**

### **In accessing Klemzig Kindergartens Occasional Care Program, parents agree to:**

- Sign their child IN and OUT each session
- Keep Klemzig Kindergarten up to date with parent/family contact details and emergency contacts
- Pay all fees and charges outlined in the current Occasional Care Policy
- Notify Klemzig Kindergarten if a person/s other than the child's parent or nominated emergency contacts will be collecting the child. Photo ID will need to be shown before we allow the child to be taken.
- Contact Klemzig Kindergarten for bookings and booking cancellations
- Provide any medication the child may require during the session e.g. ventolin/ epipen
- Provide an Action Plan from their doctor if any above medication is required

**SOURCES: DECD Occasional Care Guidelines, 2012**

**REVIEWED: September 2016**

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