

OCCASIONAL CARE ENROLMENT PROCEDURE

Overview

Occasional Care is a programme funded and managed by the Department for Education (DfE) which operates at Lockleys Children's Centre.

The aim of the program is to:

- provide families with access to sessional occasional child care, supporting children not already accessing other early childhood education and care programs, including preschool, long day care or family day care
- enable parents to participate in a range of activities including non-work and casual work commitments
- promote young children's development and learning by increasing access to a high-quality early childhood education and care program.

This procedure describes the enrolment process for occasional care.

Scope

This procedure applies to Lockleys Children's Centre staff when processing inquiries and enrolments for the occasional care program.

This procedure should be read together with the Lockleys Children's Centre occasional care policy.

Detail

Enrolment process

When a family makes an inquiry to attend occasional care, the staff member taking the inquiry will provide information about the program and will ensure the family is not already accessing an education and care program ie long day care, family day care or preschool.

An appointment will be made for the family to attend the centre to complete the enrolment. At this appointment, families will be asked to provide:

- personal contact details
- evidence of the child's birth date
- evidence of up to date immunisation
- any medical information such as health plans

At the enrolment appointment, the child will be booked into a transition visit where the family will be asked to accompany the child. This will assist the child to become more familiar with the program with the support of a family member. Families will be asked to attend at least one visit but further visits can be negotiated depending on the child and family needs. No fees will be charged at this time. A maximum of one visiting family per session.

After the enrolment appointment, the child enrolment details will be entered in EYS by the Administration Officer along with relevant permissions and immunisation status.

A file will be created for each child and will hold the enrolment form along with any other documentation, permissions, reports etc.

Transition and attendance

The child's first booking will be made after at least one transition visit. To ensure equity for all children, families are able to book subsequent (future) sessions on the day when their child attends an occasional care session. If a child is unable to attend occasional care due to illness or a prolonged absence (e.g. family holiday) a booking may be taken over the phone.

It will be explained to families at enrolment that any non-attendance without adequate notice will incur the booking fee. Families will be encouraged to contact the centre before 8am on the day of the booking to enable centre staff to fill the place.

The centre administration officer, occasional care coordinator and preschool director will consult the priority of access criteria to determine session frequency. Children who meet the criteria will be offered a weekly session where possible.

Children may access **one** occasional care session **per week** where demand permits. One emergency place will be reserved for emergency or unplanned needs.

When demand exceeds supply (not enough places) families may find they are only able to access the programme every two or even three weeks.

Where supply exceeds demand (vacant places) children may attend more than one session per week.

Transition to preschool

Children who are enrolled in Lockleys Children's Centre occasional care program do not have the automatic right to enrol in the preschool in their eligible year.

The Department for Education Preschool Enrolment Policy along with the Placement Procedure provides guidance to department staff in relation to preschool places in a child's eligible year.

References: Department for Education policies and procedures

[Occasional-care](#), July 2020

[Preschool placement procedure](#), June 2022

[Preschool enrolment policy](#), April 2022

This procedure is based on the policy ratified by the Lockleys Children's Centre Governing Council in September 2022

This procedure will be reviewed in September 2024 or when circumstances related to the occasional care programme warrant an earlier review.