

Daily routine

8.30am Please see Robyn to pay for the session and book your next session.

Encourage children to take out labelled lunch boxes/fruit, water bottles and hats and place in allocated places. Place bags into labelled lockers.

8.40am Free play

10am Rain stick will sound
Children are encouraged to help tidy the room, wash their hands and come to the table ready for fruit time.

10.05am Fruit time

10.15am Free play

11.20am Pack up
Children will be encouraged to stop what they are doing and listen out for the pack up song and all work together to pack up.

11.30am Departure

Arrival and Departure

We appreciate your consideration is observing our occasional care arrival and departure times 8.30am and 11.30am.

There may be times when late pick up is unavoidable. If you have an emergency and are going to be late to collect your child, please telephone the centre and let us know so we can reassure your child. If someone other than the usual carer is coming to collect your child at any time, please let us know at drop off.

If you have any concerns please do not hesitate to discuss them with a staff member. All information is strictly confidential.
We look forward to working in partnership with you in the best interests of your child.

Occasional Care Staff:
Lauren Robertson
& **Diane Napolitano**



Government of South Australia
Department for Education and
Child Development



Lockleys
Children's
Centre
for Early Childhood
Development and Parenting



Occasional Care Information

57 Malurus Avenue
LOCKLEYS SA 5032
PH: 8443 5758

E: dl.5630.leaders@schools.sa.edu.au

Session Times:

Tuesday: 8:30 to 11:30am

Thursday: 8:30 to 11:30am

During school terms

What is Occasional Care?

Occasional Care provides short-term care for children 6 months to 5 years of age to support families to participate in activities, fulfil work commitments or keep appointments, on an occasional basis.

Age Group

Occasional Care is open to children from **6 months to 5 years** of age who **are not** accessing children's services elsewhere – such as formal child care, family day care or other kindergarten services (such as transition or full time kindy). We can offer 4 places for children aged 6 months to 2 years and 8 places for children aged over 2, per session.

Enrolments and Bookings

An enrolment form must be completed with a staff member prior to a child being booked in to a session.

A booking for the next session is made at the beginning or end of the session your child attends. You may not be able to get your choice for the next week but your child may go on the waiting list and be booked for the earliest available place. If your child has not attended or you need to cancel a session one week you may phone to rebook. **Permanent regular bookings cannot be made unless there are exceptional circumstances.**

Fees

Fees are charged according to the financial circumstances of the family.

Full fee per session: \$5.00

Concession card holders: \$1:50

The fee is halved for the second and subsequent siblings attending the same session.

Cancellations

If your child is unable to attend the session you have booked we ask that you contact us at the earliest opportunity so that your place may be offered to another child. If due to unforeseen circumstances you are going to be late arriving or picking up please call to advise staff.

Absences without notice or when your place cannot be filled (even though you rang to cancel) will still incur the fee.

What to Bring

Please make sure that all your child's belongings (including their bag) are clearly labelled with their name.

Healthy snack :

Our centre is nut free.

- Backpack
- Change of clothes
- Fruit or healthy snack (no nuts or nut products)
- Nappies/Pullups
- Sunscreen (please apply to your child at home)
- Bottle/dummy
- Drink bottle (water only)
- Broad brimmed hat
- Favourite toy/blanket to help settle (if required)

