



Government of South Australia
Department for Education



Woodside Preschool Playcentre Inc



Occasional Care



Occasional Care for 2-5 year olds

The Program:

This is a program and funded and managed by the Department for Education

The aim of the program is to:

- Provide families with access to sessional occasional child care, targeting children not accessing other early childhood education and care programs
- Promote young children's development and learning by increasing access to a high quality early childhood education and care program.
- Enable parents to participate in a range of activities (including non-work and casual commitments) or have a break from their children on an occasional basis

The centre has 3 sessions available per week. At the discretion of the site leader, in an emergency care may be provided to families accessing other education and care programs.

Parents/caregivers can feel secure in the knowledge that their child/ren are well cared for in a safe, loving environment with staff who are concerned with the well being of each individual child.

Session Times:

- | | |
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| * Monday | 9:00AM to 12:00PM (2 sessions available) |
| * Tuesday | 9:00AM to 12:00PM |



Cost per Session:

Full contribution: \$5.00 per session

Sibling attending Occasional Care \$2.50 per session for the second child

Concession: \$1.50 per session – in receipt of an Australian Government Pensioner Concession/Health Care Card

Priority of Access:

Where demand is high for the Occasional Care Service, priority access for sessions will be implemented using the Department for Education Occasional Care Program Procedure.



Parent responsibilities

Booking Practice:

- Sessions may be booked for up to a term at a time.
- Current enrolment/medical/health forms must be completed and provided to staff for every child before attendance along with a copy of the Child's Birth Certificate and a copy of the child's current immunisation history statement.
- Children may access up to 1 Occasional Care session per week.
- Casual bookings may be made on the day from 8.30am. (Advanced casual bookings will not be taken)
- Casual booking availability may be influenced by fluctuating term bookings and cancellations for more detailed booking practice refer to the centre's Occasional Care Policy.

Cancellation Practice:

- Cancellation Notification must be made prior to or no later than 8.15am on the day.
- Cancellations may be made by leaving a message on the centre answering machine 83897 103.
- Calls after 8.15am will be considered a non-cancellation and a cost may be charged.
- Prior notice of cancellations support higher utilisation rates and wider community access.

Non Cancellation Cost:

- If the centre is not notified of non attendance by 8.15am on the day full session costs may be charged and invoiced.

Guidelines:

Occasional Care operates under the Department for Education Policies and Procedures and within the preschool's guidelines:

When attending Occasional Care at Woodside Preschool we encourage:

- Sunscreen to be applied before your child attends. (Hot Weather and Sun Protection Policy). Sunscreen is available at the centre for emergency use.
- An understanding of the centre's Bushfire Action Policy.



What to bring:



- * A piece of fruit & a clearly labelled drink bottle with water only.
- * Fruit only to be brought to the centre unless there are special dietary needs (see Healthy Eating Guidelines).
- * Named hat as per Hot Weather and Sun Protection Policy. (legionnaire or wide brimmed hats only during Term 1,3 & 4, winter hats can be worn for other terms)
- * Spare clothes.
- * Nappies and wipes if necessary.

Other Information:

Fresh water is always available for children to top up their drink bottle.

Children do not have to be toilet trained, please tell us about your child/ren needs in this area.

Contact details:

Director: Robyn Herring

Woodside Preschool Playcentre Inc
12 Moffett Street
WOODSIDE SA 5244

PH: 8389 7103
Fax: 8389 9263
Email: dl.4676_leaders@schools.sa.edu.au
Website: www.woodsidepre.sa.edu.au
Facebook: woodside preschool

Thank you for your co-operation and welcome to our
Occasional Care service