

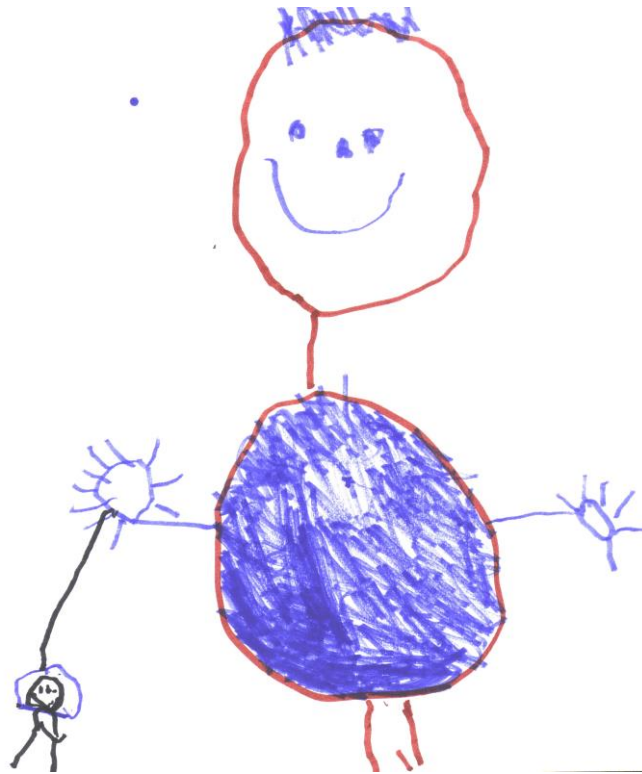
Minlaton District Early Learning Centre

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Occasional Care Parent Information



Government of South Australia
Department for Education

Philosophy

The Minlaton District Early Learning Centre values the uniqueness of each child and their families.

Our centre fosters relationships and the development of life-long skills through fun, messy, challenging and caring play-based learning.



September 2017

Welcome

Welcome to the Minlaton District Early Learning Centre.

Parents and families are the first and best teachers of children. We hope that the time you and your family spend with us will be mutually rewarding. We would love to have you involved in the centre by helping with working bees, fundraisers and joining Governing Council.

If you have any information to share or wish to ask questions, don't hesitate to consult with educators as the welfare and development of your child is of the utmost importance to us. We hope that your interest in the Occasional Care Learning Photo Book will help with our exchange of information.

Director: Louise Hanrahan

Occasional Care Workers: Donna Buckley and Sandra Thompson

What is Occasional Care?

Funded Occasional Care provides '**now and then**' care to enable parents/caregivers to participate in activities, keep appointments, fulfil work commitments or have a break from their child/children on an occasional basis. Occasional Care sessions are allocated to centres around the state and reviewed biannually. When sessions are not meeting the utilisation requirements they will be moved to another centre. We need to ensure our sessions are fully booked and attended to keep our allocation of sessions.

Children may access **one** Occasional Care session per week, where demand permits.

Our aim is to encourage the Occasional Care Children to have a happy, safe and enjoyable time at care. Children learn how to share, take turns and get along with other children while we respect and nurture individuality. As the program runs at the kindergarten we share resources and activities with the support of the kindergarten staff.

Enrolment

Please complete the enclosed enrolment form.

We also require a copy of your child's birth certificate and Immunisation History Statement before we can accept the enrolment and your child attends.

Immunisation History Statement can be accessed through Medicare online account through myGov; Express Plus Medicare mobile app or contact the Australian Immunisation Register general inquiries line on 1800 653 809 and request a statement to be mailed out.

If your child has medical or health requirements the centre will arrange the appropriate forms for you to complete before your child attends.

Bookings and Attendance

When families first enrol their child, the enrolling educator will make the child's first booking. We recommend children who don't have an afternoon nap and are older attend the afternoon session. This is generally used by the older children and can cater for different activities as there are no under 2 children.

We ask parents to either make sessional bookings no more than 7 days in advance at the Centre or by ringing 8853 2301 or SMS 0437 789 348.

Bookings are essential as our numbers for this service are limited.

When demand exceeds supply (not enough places) families may find they are only able to access the program every two or even three weeks. In this case, a roster may be arranged to ensure equity for all families.

If your child is unable to attend please contact the centre at ANY time and leave a message on the answering machine or SMS, preferably before 2:00pm Thursdays. This is so we can contact families on the waiting list to ensure our sessions are fully booked.

When there is a roster, spaces will be filled from the waiting list on Thursdays from 3:20pm, If you don't answer the call we will go to the next person on the list to fill the position. Please do not try to return the call if you miss a call from us during this time as we are busy calling the next person on the list.

Fees

Fees per session are \$5.00 or \$1.50 for Health Care Card holders.

Families with more than one child enrolled receive a 50% reduction of the fee for the second and any subsequent children attending in the same term.

Fees are to be paid at the beginning of each session with cash only.

If notification of cancellation is not received an absent fee of your full rate for the booking will be charged.

Session Times

Fridays: children may attend 1 session per week.

8:45am-11:30am

Under 2 session (4 places)

Over 2 session (8 places)

12:15pm-3:00pm

Over 2 sessions (16 places)

Session Routine

Friday morning

8:45 Arrival

8:45 Free play

10:00 Toilet/Wash hands /Snack

11:20 Group time

11:30 Departure

Friday afternoon

12:15 Arrival

12:15 Free play

1:45 Toilet/Wash hands/Snack

2:45 Group time

3:00 Departure

What to bring

- a large bag/backpack (easier for children to pack all their belongings in than small bags)
- a healthy snack in a named snack box
- a named water bottle – this is a water only site (no juice or cordial)
- a Sunsmart hat. A bucket hat is available to purchase – see the order form for details
- at least 2 changes of clothing – children may have toileting accidents but may also become wet/dirty from the water/mud experiences available
- nappies (if your child requires these)
- soothing toys/aids – please discuss with educators if these are required, there is always the risk that they may be lost or damaged which causes distress to your child and your family

Clothing

Please dress your child in comfortable PLAY clothes. We encourage a hands on approach to play which can be messy and we don't want children to think they can't play for fear their clothes will get dirty.

Make sure your **child is able to remove clothing when they go to the toilet** as some clothing can be difficult to manage in a hurry which can cause unnecessary distress/accidents for your child.

During the summer months dress children in shirts with collars and short sleeves – **no singlet tops allowed**. When the UV rating is 3 and above children must wear a hat. Children need to arrive with sunscreen applied.

In cold weather children need to be dressed in warm clothing with appropriate footwear for wet grass as most children enjoy outside play regardless of the weather.

Shoes with support such as sneakers or sandals are great. Please do not send your child in thongs or 'slip-ons' as they can be inappropriate for activities such as climbing, balancing, running etc.

Please NAME all garments that may be removed during session times e.g. shoes, sandals, socks, jumpers, pants, tshirts etc.

Lost Property: Any un-named clothing or other items left at the Centre will be placed into the Lost Property box near the entrance. Please check regularly for your child's property as anything unclaimed in the box at the end of term **will be given to charity**.

Delivering & Collecting Your Children

Please come into the Centre with your child to greet the educators and assist your child with the arrival routine (bags in locker, drink bottle on trolley). Please sign your child in and pay the session fee. A short conversation with educators is welcomed so they know how your child is going. Please say goodbye to your child before you leave, educators will assist with separation as required. If your child is not settled when you leave, educators will let you know when they have usually via SMS.

Collect your child from educators at the end of the session. Remember to sign them out. We ask that you are on time for collection as being late upsets children who think that they may have been forgotten, especially if other children are going home. Educators also only have a short time between sessions to reset, reflect and have lunch.

If someone other than yourself is to "pick up" your child from Occasional Care, please notify educators as children will not be permitted to leave with other people without your permission.

Please observe No Standing and Bus Zone signs on both sides in front of the Centre.

Centre Facebook Page

The centre has a Facebook page which has reminders for events and fundraising. This is a closed group so please request to be added to the page so you can keep up to date with happenings within the centre.

Governing Council

Each year at the AGM, which is held in February, a Governing Council Committee is elected. This committee is responsible for the decision making of this Centre. It works closely with the Educators in determining the highest quality programs for our children, the maintenance and development of our Centre, its equipment, and also works within the guidelines of the Department for Education. All parents of the Centre are invited to attend Governing Council meetings.

If you aren't a member of the Governing Council you are still welcome to come along to meetings to see what happens, especially if you are interested in joining.

Starting Kindy

If your child turns four between November 1 and April 30, they can start **preschool** on the first day of Term One. If your child turns four between May 1 and 31 October, they can start **preschool** on the first day of Term Three.

Please speak to an educator to get a registration form to ensure your child is on the Kindergarten list. When it is your child's eligible year for Kindergarten, you will receive a preschool offer form. Kindergarten session times: Wednesday, Thursday and alternate Tuesdays: 8.45am – 2.45pm

Smoke Free Zone

Please note – Department for Education has a smoke free environment policy with smoking not permitted within ten metres from the boundary of the Centre.

Playgroup

The educators and committee welcome families of children under the age of 6 years to attend Playgroup, which takes place on MONDAY from 9.00am - 11.00am and is run by parent volunteers.

- Families are responsible at all times for the supervision and activities of their own child.
- Kindergarten equipment is available for use, but families are asked to care for it by keeping it in its specific area e.g. the play dough on the table, sand toys in the sand etc. **We also ask that Parents/Care Providers clean up at the end of the session please.**
- Session fees are \$1.00 per child which is given to the Kindy for covering materials and the cost of running the centre.
- Insurance is covered by Playgroup SA for a fee of \$40.00 yearly or \$25.00 termly this also entitles you to discounts and a newsletter.
- Parents/Care Providers are welcome to help themselves to a cup of tea or coffee.