

Occasional Care Policy

- Occasional care is a program offered to families in the community where there are limited child care options.
- It is operational during term time as defined by the Department of Education.
- Sessions are offered for children over 2 years of age
- Enrolment forms, proof of age and Immunisation record need to be provided before your child can begin Occasional Care sessions. They will not be accepted on the day of their first session of Occasional Care.

Please see Tammy or Kimberly for enrolment forms to book your child into a session.

Session times are as follows:

Monday 9am to 12pm	Tuesday 9am to 12pm
Monday 12pm to 3pm	Tuesday 12pm to 3pm

Willsden Childhood Service Centre use the Occasional Care Priority of Access guidelines set out by Department of Education.

Priority 1- Children may attend 1 session per week

(Children in care/children in Aboriginal families/ children at risk/ children with a disability or additional needs/ children in socially isolated families)

Priority 2- Children may attend 1 session per week

(Low-income families who have an Australian Government pensioner concession or health care card)

This service is not available to children already attending occasional care or preschool

Occasional Care Staff

Tammy Johnston

Early Childhood Worker 2

Kimberly Brown

Director

If you have any questions
Please do not hesitate to
Contact the centre and
speak to us



What to bring

- Hat
- Change of clothes
- Drink bottle
- Piece of fruit for morning session
- Lunch for afternoon session
- Nappies

Immunisations

It is requirement that families provide a copy of their child's current immunisation record that shows that the child's immunisation is up-to-date or on catch up schedule with a future end date; OR evidence that their child has an approved exemption from the Chief Public Health Officer.

Fees

- Fees are set by the Department for Education
- Families may pay per session or for the whole term.
- Receipts will be issued for all fees paid

Income group	Income level	Parent contribution: First child	Parent contribution Sibling
1	In receipt of an Australian Government Pensioner Concession/ Health Care Card (must be sighted)	\$1.50 per session	\$0.75 per session for second and subsequent children attending in the same term.
2	Standard rate	\$5.00 per session	\$2.50 per session for second and subsequent children attending in the same term.

Non- attendance

Upon enrolments if families book a session and your child does not attend, you still be required to pay for the place held for your child.

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Approved by Governing Council:

Governing Council

Date

Preschool Director

Date