



# Occasional Childcare



## Philosophy of Care:

We value each person, child or adult regardless of race, gender, ability, culture, beliefs or principals.

We support and encourage a positive fun environment that gives children the freedom to explore their world safely.

We achieve this by providing opportunities to develop creativity and individuality.

Our caring staff model positive behaviours such as co-operation and sharing by respecting others and the world in which we live.



203-205 Lyrebird Drive,

Carrum Downs

9782 0133

Email: [admin@lyrebird.org.au](mailto:admin@lyrebird.org.au)

[www.lyrebird.org.au](http://www.lyrebird.org.au)

## About Occasional Care:

Occasional care is for children from 6 weeks - 5 years of age.

Occasional care is designed to give parents/guardians a 3 hour break and an opportunity to participate in activities such as study, shopping, appointments etc.

The children are able to interact with other children in a range of activities including painting, jigsaw puzzles, dress ups, story time and outside play.

Our qualified staff will help your child to settle in and assist if there are any separation anxieties.



## Session Times:

Monday, Wednesday, Thursday or Friday

9.00 am - 12 noon OR  
9.00 am - 2.00 pm

Please note that our child carers only have 15 minutes to clean up at the end of each session. Therefore we require all parents to pick up their children promptly at the end of each session. A late fee will be applied where necessary.

## Fees:

3 Hour Session:  
\$24.00 / \$22.00 concession

5 Hour Session:  
\$36.50 / \$34.50 concession

Each family using the Centre is required to pay an annual materials and supplies fee of \$10.00.

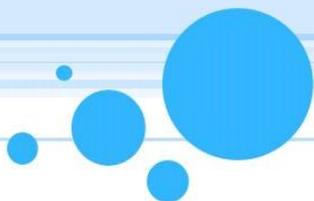
*\*Prices are subject to change.*

## Fees:

Payment of fees is required prior to or on the day of your child's session unless other arrangements have been made. A holding deposit of \$24.00 for 3 hours or \$36.50 for 5 hours is also required for each session. This is to be paid when attending your first session. This will be returned to you at your last session, or at the end of the year, if it is unused. If we are **not** notified of your absence we use your deposit to cover costs. This will need to be repaid the following week. If you are absent for two weeks without notifying us, your spot will be forfeited.

You are asked to let us know as early as possible before the session starts if your child will be absent for a session. This gives the Centre an opportunity to fill the spot casually. For your convenience we have an answering machine where you can leave a message if calling after hours.

If you are having difficulty paying fees, please see the Centre Manager.



## General Information:

The Centres' childcare is registered as a Limited Hours Type 2 Children's Service and complies with the Children's Services Regulations 2009.

## What to do when you receive a spot:

- Complete an enrolment form which advises staff of special requirements of your child e.g. allergies or asthma. This form must be completed prior to child commencing. Please notify the office staff if there are any changes to your contact information so we can update our records.
- Bring a copy of your child's Immunisation History Statement.
- Complete daily attendance book. Sign in and out each time your child is in care. The book is found at reception when dropping your child off, and in the childcare room when picking them up. Indicate who will be picking your child up, and if this changes while your child is at the Centre, please ring us and let us know who will be picking your child up instead.
- Any changes to normal pick up arrangements must be given to the person in charge. No child attending the Centre will be given into the care of any person other than a parent or guardian of the child or a person authorised to collect child as per enrolment form.

- Only when the guardian has given authorisation will a child be released to anyone else. Any change with this must be documented clearly. Childcare staff will request photo identification if they have not met the person picking up the child.

## What to bring:

- A bag with a healthy snack and drink. A healthy snack could include a piece of fruit, cheese or sultanas. We strongly discourage bringing nuts, foods containing nuts, chips, lollies and popcorn.
- From September to April, bring a hat for outside play and put sunscreen on your child before arriving at the Centre.
- From May to August, bring a jacket/coat for outside play.
- If your child is in nappies, please provide spare nappies & wipes.
- If your child is toilet trained please provide a spare change of clothes and underwear (if underwear is not provided a cost of \$1.50 will be charged).
- Make sure your child's name is written clearly on any belongings that they bring to the Centre.

## Play Clothes:

Make sure your child attends the Centre wearing clothes suitable for playing in. Keep in mind that painting, gluing, sand play or water play (in season) may be part of the planned activities for the session. A child who is not permitted to get 'dirty' will be less able to experiment through these kinds of play.

## Behaviour Management:

Staff at the Centre focus on positive behaviour and have a number of strategies for dealing with inappropriate behaviour. We provide boundaries to ensure that all the children can play safely and feel secure while having fun. This is all part of building confidence, self esteem and respect for themselves and others.

## Distressed Children:

For some children separation from their parents can be difficult, and we attempt to make this separation as smooth as possible. If your child does not settle or becomes distressed during a session, we will notify you.

## Sick Children:

In consideration of the other children attending childcare, please do not bring your child if they have:

- Chicken Pox - Exclude until fully recovered or for at least 5 days after the eruption first appears.
- Common Cold - To prevent spread of infection parents are advised to keep children at home while symptoms are obvious.
- Conjunctivitis - Until discharge from eyes has stopped. Child will be sent home if it develops during the day.
- Croup - Child will be excluded from the Centre until fully recovered.
- Diarrhoea - Child will be excluded until it has stopped.
- Gastroenteritis - 24 hours after last abnormal bowel action or vomiting.
- German Measles (Rubella) - Until fully recovered and at least 4 days after onset of rash.
- Hand, Foot and Mouth Disease - Until all blisters have dried.
- Head Lice - Once treatment has commenced.

- Impetigo (school sores) and Herpes (cold sores) - Until sore fully heals or provided that appropriate treatment is being applied and exposed sores are covered with moisture proof dressings.
- Influenza - Until condition is clear.
- Measles - At least 4 days from appearance of the rash or until a doctor's certificate of recovery is produced.
- Mumps - Exclude for 9 days or until swelling goes down (whichever is sooner)
- Ringworm - May return after medical treatment has begun.
- Scabies - May return after medical treatment has begun.
- Slap Face Virus - No exclusion necessary.
- Tonsillitis - Parents will need to make arrangements to care for the child away from the Centre until recovered.
- Whooping Cough - Exclude the child for 5 days after starting antibiotic treatment.

Please notify the Centre if your child develops any of the above illnesses so we can inform other parents.

If your child has any medication (eg. for asthma or anaphylaxis) this will need to be recorded in the medication book and staff must be notified. Please hand medication directly to staff and they will ensure that they are kept out of reach of the children.

## Emergency Evacuation Procedure:

Emergencies that could necessitate the need for evacuation include:

- Fire
- Bomb Threat
- Flood
- Medical reason

For further information or to see the evacuation procedure, please ask a staff member.

## Dealing with Concerns:

If you are dissatisfied or have any queries about any aspect of childcare, please discuss this with the session leader, the Childcare Co-ordinator (Sue Evans), the Centre Manager (Fiona Dannock - 9782 0133) or the Department of Education and Training (Ph: 8765 5787).