

## GENERAL INFORMATION

Lyrebird Community Centre is a community based organisation within the Frankston City Council.

We operate in accordance with the Children's Services Act 1996, Children's Services Regulations 2020 and the Family Assistance Law.


Our children's service is licensed as an Occasional Care service and we are approved for Child Care Subsidy.

Our licence conditions mean that we must not care for or educate any child for more than 5 hours a day or 15 hours a week. We are registered for 21 children and can care for children aged 0-6 years of age.



*bringing the community together*

 Monday to Friday 8.30 am - 4.00 pm

 9782 0133

 203 Lyrebird Drive, Carrum Downs

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

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



Find us on social media



## OCCASIONAL CHILDCARE



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## ABOUT OCCASIONAL CHILDCARE

Occasional Childcare is for children from 6 weeks to 6 years of age.

It is designed to give parents or guardians a break and an opportunity to participate in activities such as study, shopping or appointments.

Our educators provide a stimulating learning environment for your child to learn through play.

Our educational program offers varied activities which allow the children to build social skills with others, all while having fun.

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

## OPENING HOURS & FEES

**Monday, Thursday & Friday**  
**9.00 am - 2.00 pm**

Our educators only have 15 minutes to clean up at the end of each session. Please pick your child up promptly at the end of each session.

A late fee will be applied where necessary.

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**\$42.50 per session**  
**before Childcare Subsidy**  
**is applied**

Please note we are closed on public holidays and open limited sessions during school holidays.

You **will not** be charged for these, unless a prior booking for school holidays has been made.

## 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 \$42.50 is payable for each session and is required to confirm your place. The holding deposit is only used when a child withdraws from a session without giving Lyrebird seven days notice.

Each family using the Centre is also required to pay an annual materials fee of \$10.00 on enrolment.

You will be charged when your child is absent. Two consecutive absences without notification will result in your spot being forfeited.

## ENROLMENT INFORMATION

Prior to commencing at Lyrebird, you will be required to complete an enrolment form which advises staff of any special requirements of your child, such as allergies or asthma.

In accordance with the government No Jab No Play legislation, all families must provide us with an Immunisation History Statement showing your child is up to date with all vaccinations that are due for their age.

Upon arrival and departure you will need to sign your child in and out on an iPad located at reception.

If someone different is picking up your child please notify us as soon as possible. Anyone new picking them up will need to bring photograph ID.

## WHAT TO BRING

Please make sure your child attends Occasional Childcare wearing clothes suitable for playing in. Keep in mind that painting, gluing, sand, water or mud play may be part of the planned activities for the session.

Children can choose to play inside or outside all sessions (except in extreme weather). From September to April the children need to wear a hat and we ask that parents apply sunscreen before arriving at the Centre. From May to August, make sure children have warm clothes and a jacket for outside play.

Please bring the following items to each session:

- A bag with a healthy snack & drink
- Nappies, wipes and spare clothes

Clearly mark your child's name on any items brought to the Centre.

## SNACK AND LUNCH TIME

We have a progressive snack time where the children can choose what time they have their snack so we don't interrupt their play.

At lunchtime the children eat together with our educators to encourage social interaction and good eating habits.

We ask that you bring your snack and lunch in labelled containers. Children also need a labelled drink bottle filled with water.

Snacks and lunch should be healthy and contain no nuts or popcorn. Ideas for contents include fruit, veggie sticks, cheese, sandwiches, yoghurt, savoy biscuits, hummus or dip, scrolls, homemade sausage rolls, healthy muffins.

## **SICK CHILDREN**

In consideration of the other children attending Occasional Childcare, please do not bring your child in if they are sick. We are guided by the Health Departments infectious diseases exclusion table and appreciate you notifying us if your child develops any illnesses so that we can notify other parents.

Children should not attend Occasional Childcare if they have:

- A runny, green nose
- High temperature
- Diarrhoea
- Red, swollen or discharging eyes
- Vomiting
- Rashes
- Irritability, unusually tired or lethargic

## **CHILD SAFE POLICY**

Lyrebird Community Centre is committed to the safety, protection and wellbeing of all children who attend our Centre and the welfare of the children in our care will always be our first priority.

Everyone has the right to be safe and be protected from abuse. No one should behave in a way that makes you feel unsafe or afraid, including anyone in your family or anywhere in the community.

Lyrebird believes that all children have the right to feel and be safe at all times. Lyrebird is a safe organisation and has in place a range of policies and procedures to ensure that children are protected from harm.

## **GENERAL INFORMATION**

If you are dissatisfied or have any queries about any aspect of Occasional Childcare, please feel free to discuss this with:

Fiona Dannock  
Centre Manager  
9782 0133 / [admin@lyrebird.org.au](mailto:admin@lyrebird.org.au)

Department of Education and Training  
8904 2500

