



Ardrossan Occasional Care



Government of South Australia
Department of Education and
Children's Services

Located at
ARDROSSAN AND DISTRICTS COMMUNITY KINDERGARTEN
West Terrace ARDROSSAN SA 5571

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Director: Jane Klaebe; Occasional Care Coordinator: Kristin Holdsworth; ECW: Belinda Chapman

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

Funded Occasional Care provides '**now and then**' care to enable parents/caregivers to participate in activities, keep appointments, fulfill work commitments or have a break from their child/children on an occasional basis. Children may access **one** Occasional Care session per week, where demand permits.

Bookings

When families first enrol their child, the enrolling staff member will make the child's first booking. To ensure equity for all families, sessions will be offered to over twos on alternating schedules between the Am and PM sessions. For parents wanting the same session every week your child will be on the wait list and if spaces are available after all bookings have been taken Kristin will contact you via text or email.

When demand exceeds supply (not enough places) families may find they are only able to access the programme every two or even three weeks. A roster will be used in these situations.

SESSIONS: Ardrossan has three funded sessions of Occasional Care each week, one of which is run during kindy time.

Thursday @ 8:45am – 11:30am

2 sessions at the same time - 6 months to 2 year olds & over 2 years

Thursday @ 12pm – 2:45pm

1 session - Over 2 year olds only

Placements per session are:

- Under 2'S = 4
- Over 2'S = 8

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.

ENROLMENT FORM:

A current Enrolment Form is to be completed before attendance. Please see a staff member if your child's details need updating.

CANCELLATION:

If a child cannot attend a booked occasional child care session, the kindergarten requires a minimum of 24 hours notice from the commencement time of the cancellation. An answering machine is provided which notes the day and time of the call. This enables families to call at anytime of the day or night to notify of cancellations. If 24 hours notice from commencement time is not received an absent fee of your full rate for the booking made will be charged.

IMPORTANT INFORMATION:

- The AM session of Occasional Care begins at 8:45am and the PM session begins at 12:00pm. Children are **not** to arrive before this time as staff require this time to prepare for the session.
- Please inform us if someone other than you will be collecting your child from occasional care. We need your consent before the child can leave.
- The sign in/out form needs to be signed when dropping off and collecting your child/children.
- We promote safe, healthy eating habits in line with the right bite healthy food and drink supply strategy. Please **do not** send lollies, chips, chocolate, juice or flavoured drinks for Occasional Care.
- When the UV rating is 3 or above children must wear a broad brimmed hat. Parents/Caregivers are welcome to leave hats at the Kindy if they wish. Children need to arrive with sunscreen applied and clothing that covers shoulders. Tank tops and shoulder straps are not suitable for Occasional Care. The Kindergarten has hats with the Kindy logo available for sale.
- 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.
- **Please name ALL personal items** incl. bag, snack box, drink bottles, baby formula & toileting needs e.g. nappies, pull ups, creams.

If you would like a copy of the kindergarten's policies they are located on the parent shelf inside the kindergarten as well as on the website.