

## **Loxton North Preschool Occasional Care Policy**

Our Occasional Care location number is **5514**.

The Occasional Care service approval for our site is:

2 sessions for 2-4 year olds

Maximum of 8 children.

This service will be provided on Tuesdays and Thursdays 9.00- 12.00 noon. It runs in conjunction with our existing Preschool program.

### **The Occasional Care service will operate in a way that:**

- Ensures the safety, health and wellbeing of children being cared for by the service.
- Meets the educational and developmental needs of children being cared for.
- Staffing ratios are adhered to at all times.
- Does not exceed the approved maximum number of children at any one time.

### **The aim of the program is to:**

- Provide families with access to sessional occasional child care, targeting children not accessing other early childhood education and care programs.
- Enable parents to participate in a range of activities (including non-working and casual work commitments).
- Promote young children's development and learning by increasing access to a high quality early childhood education and care program.
- The program will be developed, monitored and reviewed as a play-based program that is in keeping with EYLF.
- The use of indoor and outdoor learning environments, equipment and resources should be managed in an integrated manner.

### **Priority of access**

The priority of access criteria must be used to allocate available places. Families are to be made aware of the priority of access criteria upon completing enrolment forms.

#### **Priority 1**

- Children under the guardianship of the minister.
- Children at risk of serious abuse and neglect.
- Children in Aboriginal and Torres Strait Islander families.
- Children in families which include a person with a disability or health condition that impacts upon their parenting.
- Children with a disability and/or additional needs.
- Children in socially isolated families.

## **Priority 2**

- Low income families (in receipt of an Australian Government Pension Concession./ Health Care card)

## **Enrolment and attendance**

- An enrolment form must be completed and submitted on EYS for all children attending Occasional Care.
- Bookings must only be taken one term at a time. Only 2 forward bookings can be made in advance.
- Bookings can only be made on the same week as the sessions booked. Caregivers must ring the site on that week to book for either the Tuesday or Thursday session. If the carer wishes to book for the second session, the priority access process will apply.
- Priority 1 children are able to book at the beginning of the week for both sessions. Priority 2 children can book for one session and will be placed on the waiting list for the second. They will then be notified on the afternoon prior to the session if there is a space for them to attend. All other children will follow this booking process, and notified for the second session after Priority 2 children have already been approached.
- The nominated supervisor will complete attendance records each week and submit the information on EYS. This is an official record and must be kept up to date.
- At the end of each term a Bookings and Utilisation report must be submitted via EYS by the site leader. (By week 3 of the following term).

## **Parent contribution**

The program is administered and funded by DECD. Parents are charged a small contribution for a booked session.

Standard rate per child is \$5 a session; then \$2.50 per sibling.

A child in receipt of an Australian Government Pensioner Concession/ Health Care Card \$1.50 a session, sibling 0.75c per session. Concession cards need to be sighted by the nominated supervisor.

**Money must be taken at the beginning of the session before the parent leaves the child.**

Services must use the Triset clipboard to receipt parent contributions.

Monies banked are to be balanced against receipt records at the site.

Any critical incidents will be reported through IRMS by the nominated supervisor within 12 hours.

This policy has been developed in consultation with the Governing Council and staff of the Preschool and will be reviewed and evaluated regularly. This policy will be shared with all new staff and families, and available on the website and in the preschool policies folder.

Policy Issued: February 2017 Policy Review Date: February 2020