

Connie Benn Centre Occasional Care 2018

About Occasional Care

- Families use Occasional Care for their child to play with other children, to give families a break from caring for children, for care while they have meetings and appointments.
- Our Educators in the Occasional Care room plan a program to support your child's development. Information about the program is displayed in the room.
- All Educators are trained in early childhood development and first aid.
- If you want to stay to settle your child into the program you are very welcome.
- When your child first starts the Educators will talk to you about what you would like for any rest or sleep times for your child. They will ask about your baby's routines for sleeping and feeding so they can follow the same routine. Please bring a change of clothes for your child each time.
- Lunch and a snack are provided for your child.
- **Sessions cost \$10 concession and \$28 full fee.** Please have your valid concession card with you.

Days & times

- Connie Benn Centre runs Occasional Care sessions 5 half days per week:
 - Mondays & Wednesdays 12.00pm – 4.00pm
 - Tuesdays, Thursdays & Fridays 9.00am – 1.00pm
- Your child/ren can attend up to three sessions in the same week and no more than eight sessions each calendar month when places are available.

How do I register to use Occasional Care?

Before being able to book Occasional Care you need to give us a:

- completed 2018 enrolment form (forms are at Connie Benn and on the City of Yarra website) and
- Current Immunisation Record

Completed forms must be given to us at least 3 days before your first booking request so we can process them. Under our Government licence children cannot be booked in if we do not have all your information. If your child has Asthma or an Allergy we will contact you about Asthma or Allergy Plans to leave at the program.

How do I book Occasional Care?

Requests for bookings can be made up to one week ahead. We cannot take bookings earlier than one week before the session you want. Please note bookings are a request and not a confirmed place.

- There are three ways to request a booking:
 - Complete a booking request form. These are available at Connie Benn Centre Reception. You complete the form and return it to Reception.
 - Email your details including mobile phone number, child's details and booking request details to occasionalcare@yarracity.vic.gov.au
 - Call the Early Learning Centre Administration Officer on 9426 1500.

How do I know if my child gets a place?

- Places are limited to 10 children each session.
- You will be given a place in line with the Priority of Access guidelines (attached).
- We confirm places by sending you an SMS or making a phone call to you by the day before. We let you know if you haven't got a place as soon as possible, but this may not be until the day before the day you have requested.
- If you have not received a confirmation or unsuccessful notification by 4.30pm the day before your requested day of care, you can contact us on 9426 1500 to find out.

Other important information

- Many families want to use Occasional Care. Families who, more than once, do not cancel their place before a session starts may have their access to Occasional Care limited.
- Families who are late to pick up their child/ren will be given a late fee notice. Families with more than one late fee notice may be charged late fees and have their access limited.
- If you have any concerns or feedback about Occasional Care please speak to the educators in the room. If they cannot help you, please contact the Early Learning Centre Coordinator on 9205 1515

Priority of Access

Priority 1	Child at Risk. Child referred by: <ul style="list-style-type: none"> • DHS • Social Worker • MCH Nurse • Health Professional
Priority 2	Disability <ul style="list-style-type: none"> • Child With a disability • Parent with a disability • Sibling with a disability
Priority 3	Aboriginal or Torres Strait Islander
Priority 4	Single Parent
Priority 5	Low Income or Culturally or Linguistically Diverse
Priority 6	All other children

Within each priority preference is given to:

1. Yarra Resident
2. Works in Yarra
3. Does not live or work in Yarra