

### *What to bring each day*

*All belongings need to be clearly labelled with your child's name*

- Morning tea in a separate container
- Lunch in a lunch box
- Water bottle
- Sunsafe hat for outdoor play
- Change of clothes
- Comforter (if needed)
- Nappies (if needed)
- Spare underwear if toilet training
- Prepared bottles of milk/formula (if required)

### *Lost Property Box*

Any items left at the centre which are not labelled will be placed in our Lost Property Box. If you are missing anything, please check this box.



### *Contact*

11 Dunraven Drive, Yangebup

Ph: (08) 9417 9995

Email: [info@yangebupfamilycentre.org](mailto:info@yangebupfamilycentre.org)

Web: [www.yangebupfamilycentre.org](http://www.yangebupfamilycentre.org)

Office Hours Monday to Friday: 9am to 3pm

# Yangebup Family Centre Inc



## Occasional Care Program

### *Introduction*

Our Occasional Care program provides care and education to children aged from 8 weeks to 6 years of age, allowing parents an opportunity to attend to their other commitments whilst their child is having fun. The environment is safe and hygienic, and developmentally appropriate experiences are provided according to the Early Years Learning Framework.

Children are cared for in a multi-age group setting allowing siblings to be together. Activities are programmed to provide a variety of experiences to develop the children's physical, cognitive, social, emotional and language skills.

### *Session Times*

Occasional Care operates from 8.30am to 3.30pm as follows:

Mondays, Wednesday and Fridays                      8 weeks to 6 years of age

### *Enrolment Procedure*

An enrolment form, copy of birth certificate and immunisation records all need to be provided before your child can commence one of our programs.

### *Bookings*

Bookings can be made 2 weeks in advance, in person, or by telephoning the centre on 9417 9995.

If you are unable to secure a place on the required day, your child's name will be placed on the wait list and we will contact you if a position becomes available. You will be offered a position for the following week.

*Cancellations made with less than 24 hours notice will incur full fees.*

A limited number of permanent places are available for 3 year olds, please ask for more information at the office.



### *Fees*

Our fee for Occasional Care is \$78.00 per day.

Our centre is registered allowing you to claim the Child Care Benefit and Child Care Rebate. To do this you must provide us with your Customer Reference Number (CRN) and your child's CRN. This is given to you by the Family Assistance Office. For more information please contact the Family Assistance Office on 13 61 50 or at [www.familyassist.gov.au](http://www.familyassist.gov.au)

Fees are to be PAID IN FULL at the beginning of each session.

Fees are to be paid to office staff on arrival or sealed in a fee envelope and placed into the fee box before the care session.

Children are to be picked up promptly at or before 3pm. A **late fee of \$1.00 per minute** will be charged if you are late to collect your child.

### *Our Occasional Care Staff*

Our Educators are qualified to work with this age group of children. They are there to help your child learn and grow and are more than willing to meet with you at any time to discuss your child's progress or any concerns you may have.

We also love input into the program from families so if you have a special talent or hobby you would like to share, please speak to staff.



Our staff all have a Working with Children Check, National Police Clearance, Diploma or Certificate III in Children's Services. We also have staff with First Aid Certificate, Anaphylaxis training and Emergency Asthma training.

Be assured – educators are very good at settling distressed children and we will always contact you if your child does not settle.