

## What to Bring

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

- Morning tea in a separate container – no nuts
- Lunch in a lunch box – no nuts
- Water bottle
- Sun safe hat for outdoor play
- Change of clothes
- Comforter (if needed)
- Nappies (if needed)
- Spare underwear if toilet training
- A waterproof bag for wet clothes
- Prepared bottles of milk / formula (if required)
- Please apply sunscreen prior to attending

## More Information

More information on policies and procedures is available in the Children's Services Handbook. Hardcopies are available from the Centre, or you can find it on our website. A copy of all policies is available on request from reception. We regularly seek feedback when updating our policies.

## 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: Mon–Fri 8.30am–3.30pm

[www.facebook.com/YangebupFamilyCentre](https://www.facebook.com/YangebupFamilyCentre)



## Occasional Care

Tuesday, Wednesday, Friday  
8:30am - 3.30pm

Bookings @ Reception  
9417 9995



## Welcome

Our Occasional Care program provides care and education to children aged from 6 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 is available for children 6 weeks to 6 years of age and operates:

**Tuesday, Wednesday, and Friday**  
8.30am - 3.30pm





## Enrolment Procedure

An enrolment form, copy of birth certificate, and immunisation statement 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, by contacting the centre on 9417 9995 or via the Xplor app.

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

**Cancellations made after midday on the day prior to care will incur full fees.**

## Fees

Our fee is \$100 per day (with CCS starts from around \$30/day).

Our Centre is registered, allowing you to claim **Child Care Subsidy**. To do this you must provide us with your Customer Reference Number (CRN) and your child's CRN. This is given to you by Centrelink. For more information contact the Centrelink Families Line on 13 61 50 or [www.servicessaustralia.gov.au](http://www.servicessaustralia.gov.au) You will also need to update your mygov account.

Fees are to be PAID IN FULL prior to each session. Fees are to be paid on arrival or by direct deposit before the care session.

Children are to be picked up promptly at or before 3.30pm. A late fee of \$1.00 per minute will be charged if you are late to collect your child.

## Our Occasional Care Team

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.

## Child Safety

The Yangebup Family Centre is a Child Safe Organisation committed to ensuring the safety, wellbeing and empowerment of all children and young people. The Centre has policies and procedures in place to support our commitment to child safety. Please ask staff for more information or visit our website.

## Communication

We use the **Xplor app** to communicate with you and to share observations and information throughout the day. Please download the app and refer to the email for login and password. If you have any concerns, please discuss with our staff or the Children's Services Co-ordinator. Copies of our Grievance Procedure are displayed in the Centre.

