

# Carnegie Occasional Care



Occasional care provides short-term care of children aged between six months and five years to enable the primary carer to 'take a break'.

Children's programs are developed by qualified early childhood educators. The programs include a range of experiences to access and enjoy that are age appropriate in a safe, secure and caring environment.

## Venue

Carnegie Children's Multipurpose Centre, next to Carnegie Library and Community Centre, 3-7 Shepparson Avenue, Carnegie.

## Times

9.30am-12.30pm, Wednesday and Thursday. Closed during school holidays and public holidays.

## Bookings and attendance

Bookings are essential. Places can be booked on a casual basis. Bookings are taken from Monday, one week in advance of care.

To book online, visit [www.gleneira.vic.gov.au/occare](http://www.gleneira.vic.gov.au/occare)

## Cancellation

Fees are to be paid in advance and are non-refundable.

## Fees including late fees

For three hours care, the fees are as follows:

\$35\* per child

\$33\* per additional child from the same family

\$30\* per child for health care card holders

\*This includes a \$0.50 fee per ticket.

Late fees (\$5 per five minutes) will be issued to families who have not collected their child/ren by 12.30pm, or part thereof, payable on the day.

## Forms

### Enrolment form

An enrolment form for each child must be completed prior to leaving your child/ren in care. Forms are available from the Centre or at [www.gleneira.vic.gov.au/occare](http://www.gleneira.vic.gov.au/occare)

### Immunisation

Please ensure that all of your child's immunisations are recorded on the Australian Immunisation Register. If you require assistance with this, email Council's immunisation team at [immunisation@gleneira.vic.gov.au](mailto:immunisation@gleneira.vic.gov.au)

Prior to attending the Centre, you will be required to provide an Immunisation History Statement.

## Signing in and out

Under requirements set out by the *Children's Services Regulations 2009*, parents/guardians must sign their child into the occasional care centre each day and out of the occasional care centre prior to departure. The following details must also be included: the name of the child; who will be picking the child up; signatures of the parent/guardian; and a contact phone number.

## Medication

Medication will only be administered with written permission and a completed medication request. Please speak to the educators on duty for further details.

## Collection of children

To ensure the safety of the child, only authorised people will be allowed to collect the child from the Centre.

Children will only be released into the care of nominated/authorised persons on the child's enrolment form.

If educators have not met a nominated/authorised person, identification (photo identification preferred) will be requested prior to releasing the child into their care.

It is the parent/guardian's responsibility to inform the occasional care centre of any changes to the authorised people.

If for some reason you are unable to collect your child from occasional care, the educators must be informed in writing or via telephone of the name of the person who will be collecting your child.

Please inform the person collecting your child that identification (preference photo identification) will be requested before the child will be released into their care.

## What to bring

- finger food which requires no preparation by staff (please do not send food with nut products);
- drinks, including bottles (please label all food/drink containers clearly);
- a change of clothes (please label all clothing clearly);
- nappies with a plastic bag;
- hats and sunscreen in summer months; and
- a hat and jacket in winter.

## Illness/injury

Children who are infectious or unwell should be kept at home.

In the event of an illness or injury, the parent/guardian will be contacted immediately.

## Queries

All queries should be directed to occasional care educators or the team leader at Carnegie Early Learning Centre on 9572 5128.

## Complaints

Any queries or complaints that cannot be resolved by staff, can be directed to Council's Manager of Family, Youth and Children's Services on 9524 3333.

## Other children's services

Council has long day early learning centres and a Family Day Care Service. For further information, contact Council on 9524 3333.