Welcome to the Occasional Care Program at Woodend Children’s Centre.

Purpose and Aims

The centre was established in 1991 to provide quality preschool and occasional care to the local community and is situated close to Woodend Primary School. Occasional Care provides “take-a-break” care for children 1 year to 5 years within an integrated preschool setting.

We aim to ensure that the children are offered a warm and friendly, stimulating and safe learning environment and provide a well balanced developmental program meeting emotional, social, physical and intellectual needs of the children and their families.

Bookings

Please ring 83220677 to organise a time to have a play and meet the staff and look at the facilities before you leave your child at the centre. You will need to fill in an Enrolment Form and provide us with any medical information relevant to your child.

Bookings can be made up to 1 week in advance. Bookings for the next week are available from Friday each week. Your child is entitled to 1 session per week. A reserve list is available for you to use.

Management

The centre has Occasional Care and Preschool Staff who program and work together as a team. Parents are encouraged to participate on the Centre’s Governing Council or in fundraising activities.

Program

The program is guided by the National Early Years Learning Framework – Belonging Being and Becoming. This framework offers children the opportunities to engage in a balanced program which provides for individual progression of skills, independence and respect for others and their diversity.

We value and support the family as primary educators.

Hours of Care

Please be prompt to pick up your child

AM (morning session) 8.30am to 11.30am
PM (afternoon session) 12.00pm to 3.00pm

Day | Over 2 years of age (Over 2’s) | Under 2 years of age (Under 2’s)
---|---|---
Monday | AM | PM | AM | PM
Wednesday | AM | PM | AM | PM
Tuesday | AM | | AM |

Fees

Fees are payable for each session your child/children attend. To help with administration please bring the correct money. Siblings are half price providing they attend the same session. If your child does not attend and you have not called the centre to cancel your booking before 8.30am for the morning session or 11.30am for the afternoon session you will be charged the normal fee for that day. We have an answering machine so you can leave a message at any time - phone 83220677.

<table>
<thead>
<tr>
<th>Group 1 (Health Care and Pensioner Concession Card Holders)</th>
<th>Group 2 (No fee relief)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Child</td>
<td>$1.50</td>
</tr>
<tr>
<td>2nd Child</td>
<td>$0.75</td>
</tr>
</tbody>
</table>

What to Bring – please name everything you bring

- A hat and bag
- A change of clothes
- A healthy snack and a bottle of water
- Milk for babies, a dummy or comfort toy (please do not bring for children over 2 years of age)
- Disposable nappy