

# Yarraville Community Centre

## Occasional Childcare Handbook


### 2025




**Occasional Childcare**  
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Yarraville 3013

Phone: 9687 1560  
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 @YarravilleCC

 @yarravillecommunitycentre

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The service is registered with the Department of Education and Early Childhood Development and adheres to the *Children's Services Regulations 2020 and the Children's Services Act 1996*. The occasional childcare centre operates under limited hour's type 2 service. The Childcare Service programming and planning is based upon the Approved Victorian Early Years Frameworks for Children 0-7 years.

## SECTION 1 - ACCESS TO CARE

### CHILD CARE PHILOSOPHY

To provide each child a safe and healthy environment that enables them to grow and learn through discovery and play, we believe in the wholistic development of children aged from 6months to 5 years. We believe that introducing children to the community embraces their belonging and develops their understanding of diversity and inclusiveness. Educators strive at all times to deliver a high quality service.

The Service meets Local, State and Federal regulations and guidelines and offers accessible, affordable, high quality care to suit individual, group and family needs.

### ACCESS

Under the current children services guidelines for educator ratios Yarraville Community Centre is able to care for up to 30 children per session at Francis St. Children are only able to attend a maximum of 3 days per week for a total of 15 hours per week under the current children's services regulations.

**The Occasional Care program** will operate from Francis St Yarraville Monday to Friday 9.15am -2.15pm

Occasional Care does not operate over the school holidays or on Public Holidays.

### ENROLMENT PROCEDURES

An enrolment form (link on website) is to be completed when using the Service for the first time. Individual enrolment forms need to be completed for each child from the same family. A new form needs to be completed at the beginning of each year. Your children are not permitted to attend childcare without a fully completed enrolment form being filled in and relevant documents: Certificate of immunisation Medicare Statement. It is the responsibility of the family to keep all enrolment, medical details up to date at all times, and up to date immunisation records.

You will need to provide the following information:

- Names and numbers of emergency contacts and authorised people to collect and drop off
- Relevant medical history/allergies, special needs and management plan –Asthma and Medical Plans must have up to date coloured photo as well and signed by the family doctor.
- A Current copy of the Certificate of Immunisation from Medicare (no blue books)
- Name, address and telephone number of child's doctor
- Current email
- Medicare number
- If applicable - Original Custody and Access papers must be supplied to the Coordinator who will copy them and place on child's file

### ARRIVAL and DEPARTURE

In accordance with the Children's Services Regulations 2020 children are required to be signed in and out each day noting the arrival and departure time. This is done via OWNA app by families. Parents/guardians are required to notify educators of the person collecting as well as any changes to contact details this can be done via OWNA app. Parents/guardians need to be contactable during the session times in case of an emergency or illness.

A parent/guardian's authorisation is required before a child is released into another person's care. Children will only be permitted to leave the Centre with the **authorised** person (over the age of 16 years) listed on the enrolment form. **N.B.** Proof of identification will be requested, parent will be contacted if proof of identification is not supplied. Parents will be contacted if someone else arrives to collect and is not listed in the attendance book. The Centre is to be contacted if changes occur.

**When picking up your child/children, ensure all belongings are collected at your departure.**

**Please ensure that your children are picked up on time**, pick up time is between 1.45pm and 2.15pm. If you know you are going to be unavoidably delayed, please contact the Centre on 9687 1560 as soon as possible, otherwise the procedure for late pick-up fee will be charged. (See Fees & Charges). Please note that the centre closes at 2.15pm.

**If YCC carpark is full street parking is available on Beverley St with laneway access at the rear or alternatively on Fraser St/Globe St.**

## SECTION 2 – FEES AND BOOKINGS

### BOOKINGS

Bookings can be made on a permanent or casual basis. Please note that bookings and payments are taken for the session and not individual hours.

#### PERMANENT BOOKINGS -

- An enrolment fee of \$20 is charged upon confirmation of enrolment. This fee must be paid prior to commencement at the Service
- A bond consisting of 2 weeks full fee is to be paid to hold a child's position at the Service
- The bond payment will be refunded to families if all accounts are paid in full and no amount is outstanding when the child leaves the Service.
- A permanent booking guarantees your child/children an ongoing place for the year, for the nominated session/s each week.
- Make up days may be available, please see make up day procedure
- All payments to be made electronically via the OWNA, late fees applicable to late payments

#### CASUAL BOOKINGS -

Casual Bookings are done via OWNA app where spaces are available

### FEES AND CHARGES

Parents/Guardians are required to pay fees for each session your child is booked into. Permanent bookings can only be accepted if accompanied by an upfront payment in advance.

#### FEES

	Full Fee	Concession Fee
Occasional Childcare		
(a)Term booking one session per week	\$69	\$59
(b)Casual booking per session	\$72	\$62

- A **Late pick up** fee of \$20.00 per 15 minutes applies if a child is not picked up by the end of the session. The "**Late pick up**" fee will be charged in the event of a child not being picked up on time.

**PLEASE NOTE AT THIS STAGE CCS IS NOT AVAILABLE BUT WE ARE LOOKING TO PROVIDE IT ASAP. IF YOU WISH TO CLAIM THIS WHEN AVAILABLE PLEASE INCLUDE CRN DETAILS IN YOUR ENROLMENT.**

# CHILDREN'S HEALTH AND WELL BEING

## ACCIDENTS / ILLNESS

If your child is clearly unwell in the morning, has a temperature, then they are not to attend the Centre. Please inform staff of any illness that your child has had since they last attended childcare. Parents are required to follow the Covid-19 health directives for childcare.

If your child becomes ill or has an accident that requires further attention during Care, the Centre will notify you or your nominated emergency person to collect your child. Only you or your emergency contact person can collect your child. All injury/accidents will be recorded in the illness/accident/incident folder, which you will be asked to sign, indicating that you have been made aware of the incident and what action was taken by staff.

Please note we are not able to care for your sick child – prompt pick up is required.

## VACCINATIONS

All parents/guardians enrolling their child at childcare in Victoria must provide the service with: a current Immunisation History Statement from the Australian Immunisation Register (AIR); AND the statement must show that the child is up to date with all vaccinations that are due for their age, or that they are able to receive.

## MEDICATION BOOK

If your child requires medication, the name and dosage must be clearly written on the medication form and the medicine itself must be clearly labeled. Prescription medicine must be in the name of your child, in date and original packaging.

## ASTHMA, ANAPHYLAXIS, MEDICAL CONDITIONS AND ALLERGIES

On enrolment, it is vital to inform staff if your child is at risk of Anaphylaxis, suffers from Asthma or any other known Medical Condition, Illness or allergy i.e. food, sunscreen, Band-Aids etc. You are required to provide the Centre with your child's current (must be less than 6 months old) Management Plan, current colour Photo and any medication before you can leave your child at the centre.

If your child is at risk of **Anaphylaxis, has Asthma or any other known Medical Condition** then before your child's first session you will need to meet the Childcare coordinator to go through the **Anaphylaxis policy and the risk management plan** and fill in the YCC action plan, attach a photograph of your child, and provide the epi-pen or medication to childcare staff. No child who has been prescribed an adrenaline auto-injection device is permitted to attend the service without their epi-pen. **This needs to be completed before your child can attend.**

## INFECTIOUS DISEASES

Children found with any symptoms of an infectious disease (such as conjunctivitis, gastro-enteritis, hand/foot/mouth head lice, etc.), will be required to be collected ASAP.

Most contagious diseases require children to be excluded from the Centre for a period of time. A list from the Health Department is on display on the noticeboard and the Centre follows those recommendations. Parents must follow the YCC Covid Plan.

## REPORTING

Yarraville Community Centre is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse.

All Educators are mandated to report and are responsible for the care and protection of children and reporting information about child abuse. Yarraville Community Centre is committed to child safety, has zero tolerance of child abuse and actively works to protect and empower children.

## THE EVACUATION PROCESS

Detailed procedures including maps of the building and for the Centre are located in the childcare room, as well as the Procedure folder. The staff and children practice regular evacuation procedures, so everyone is familiar with the procedure. In the event of an evacuation, you will be contacted as soon as possible, if required.

## SLEEP AND REST

At Occasional Care we offer sleep and rest times as your child requires.

We allow sleeping children to sleep unless directed by you to wake up after a set time. If your child requires a sleeping bag, dummy, toy, comforter or bottle please supply and advise educator via the day book, what their routine is, and any special techniques that you use. An educator is in the immediate vicinity of sleeping children at all times. Sleep times and checks are recorded for your information at the end of the day Babies (priority is given to the youngest) will sleep in the cots. Children rest on individual mats, you are required to provide a sheet and blanket to be comfortable. We also have rest and relaxation areas for times when your child may need or be wanting some solitude. Children requiring sleep earlier will do so as directed by the parent.

## SECTION 3 - WORKING WITH FAMILIES

### ORIENTATION

Orientation plays an important role in selecting the right Service for you and your child as well as settling your child into care. You will be given a tour of the Service, meet the Educators and chat with the Coordinator about the day's events and what the service offers, questions will be answered, Family Handbook and Enrolment Forms can be accessed on our website [www.ycc.net.au](http://www.ycc.net.au)

### SETTLING YOUR CHILD INTO CARE

When children attend the Centre for the first time, it is advisable to start with a short separation time, as all children need a chance to settle into a new situation. Your child will also feel more at ease if you appear relaxed, confident and reassuring. All parents are welcome to assist in settling their child into activities. **When your child commences childcare at YCC, we suggest a couple of shorter days, if possible, to help your child with their new routine.**

It can be distressing for a child if he/she does not understand where their parent has gone and when their parent will return, therefore the process of saying 'good-bye' to a child is very important. If you are uncertain when to separate from your child, please ask educators for assistance. You are also welcome to call the Centre, to see how your child is settling in. **9687-1560**

We encourage you to talk to the childcare educators about any queries when dropping off or picking up your child/children, and to contact the Centre during the day with any concerns. If there are any problems one of the educators will contact you.

Each child is unique and his/her settling-in time will vary depending on age and stages of development, previous experience away from parents, personality and preparation before commencing at the Centre. To assist with this talk about the Centre, drive past and point to where they will be going and be excited about some of the activities that they might do, if possible do visit the Centre.

### PARENT PARTICIPATION

There are many ways you can contribute to the Centre's program. Please feel free to contribute ideas or help in the program at any time. If your child has a particular interest, either at home or in general - let us know. We can incorporate their interests into the program.

If you have any specific skills you would like to share with the children (art, cooking, outdoor activities, reading, music etc.) you are invited to make yourself known! The educators and children would love for you to make a visit.

### CHILDREN'S PERSONAL BELONGINGS

Educators will encourage children to take responsibility for their own personal belongings, unpacking their bags at the start of session, placing their drink bottles into the Esky's/Basket, Educators will assist and support children who are still developing independence. Educators will encourage children to keep their belongings together (e.g., shoes & socks). **PERSONAL TOYS OTHER THAN COMFORTORS ARE NOT TO BE BROUGHT INTO SERVICE. Educators are not able to be responsible for personal toys and belongings brought from home.**

## **PROGRAM DEVELOPMENT**

We follow the principles of the EYLF, and aspire to the 5 Outcomes – Children have a strong sense of identity, connected with and contribute to their world, have a strong sense of wellbeing, confident and involved learners and effective communicators.

During sessions children will be given the chance to make independent choices as well as guided in singular and group activities, planned activities will also be available and introduced to the children for them to interpret, develop and extend. Sustainability activities also include our worm farms, sensory and vegetable gardens, repurposing and recycling resources while educating them in the importance of water as a precious resource.

A selection of activities plus more may be on offer at any given time including:

Art and craft, library/reading area, outdoor activities, gardening, sandpit/water play, playground equipment, sports equipment, cars and trucks, construction inside and out, babies inside and out, cooking inside and out, dramatic play areas, role play, home corner, games, recyclable construction, musical instruments, science and nature discovery.

Children will be encouraged to assist in set up as well as pack up of activities.

## **PHOTOGRAPHY**

Educators from time to time will take photographs of your child/children with permission from the parents. There are different permissions on the enrolment form, please check off those you are comfortable with. Please ask educators or coordinator if you have any queries about photo use.

## **EQUAL OPPORTUNITY**

It is the aim of the educators at the Centre to regard all children equally, regardless of gender, religion or race. Educators will provide equal opportunities for children to develop to their full potential. This means that all learning experiences provided are accessible to all children.

## **EDUCATORS**

Yarraville Community Centre employs Childcare Educators in accordance with the Children's Services Regulations 2020 and maintain educator/child ratio for qualified and overall educator/child ratios during the operational hours. Occasionally educators may be away, permanent staff will be called to fill the shift or from an external agency.

All staff and volunteers must agree to abide by our Child Safe Code of Conduct which specifies the standards to conduct required when working with children.

## **GRIEVANCE PROCEDURE / COMPLAINTS**

From time to time you may have issues that you wish to raise or difficulties that you need to discuss. The following guidelines have been developed to assist you to deal openly with any conflict, which may arise. Please note: Your discussions will be confidential, and in no way affect the treatment of your child.

1. If the problem centers on your child or his/her daily routine, then the primary care givers should be approached.
2. If you are unsatisfied with the resolution or have another issue to discuss the Coordinator is also available.
3. Complaints about issues such as security, staff, health and safety should be directed to the CEO.
4. The Children's Services Centre Regulations may be of assistance if you feel that there have been any breaches of professional conduct and/or health and safety issues. These regulations are on display at all times on the notice board and are available for you to inspect.

You may contact the Children's Services Adviser: Phone: 7005 1801, Email: [wmr.qar@education.vic.gov.au](mailto:wmr.qar@education.vic.gov.au)

## HEALTHY LUNCH

Fruit/ Vegetable (any fruit or vegetable) is preferred for Snack Time. Fruit can either be precut or left whole. For the younger toddlers in the session perhaps stewed fruit could be an option. Please remember your child will only be given to eat whatever you have packed in their snack and lunch box, please pack a little extra as children develop appetites when busy in Care.

We ask that you please keep treat foods for home. Children will happily eat healthy food, but will choose less healthy food if it is an option. Healthy eating habits are easier to model if all children are doing the same thing.

If your child is on a special diet or restriction or if your child has food allergies, please inform educators if this will have any implications for snack and lunch time.

It is also important to remember that we are a **NUT and EGG FREE centre**. If any parents are unsure about certain foods, please feel free to discuss your concerns with any child care staff member.

## BIRTHDAY CELEBRATION

Parents are invited to bring in a healthy snack option to share with peers for birthday celebration. Please check with educators before for any allergies. No Nuts at all please.

## SMOKE FREE ZONE

In accordance with the State regulations and Law, the centre is a smoke free zone and no smoking is permitted within the immediate vicinity of the childcare areas. There is a smoking designated area on the carpark side of the community centre. Anybody found smoking near the childcare areas will be asked to move away to designated area.

## SUNSMART

At YCC we follow our Sun Smart policy. Between August and May (When UV is 3 or above) children are required to wear a hat and have sunscreen applied. We ask that you apply this prior to arrival and educators will reapply as required throughout the day. YCC provides sunscreen but we can also apply sun cream sent in from parents if required. Please see Sun Smart policy on display for more information.

## CHECKLIST FOR WHAT TO BRING

1. Water Bottle
2. Lunch/Snack In Insulated Lunch Bag With Ice Pack (nothing that requires heating or cutting up)
3. Formula or breast milk (If Required), formula in pre-measured powder form with pre-boiled water, breast milk can be refrigerated.
4. Nappies (4) and wipes in a labelled bag, nappy cream if required
5. Fitted Sheet And Sleepbag/Blanket
6. Comforter For Sleep (If Required)
7. At Least One Change Of Clothes
8. Sun Hat (August-May)
9. Warm Jacket (During Colder Months)

Due to limited space, we are unable to store prams, bikes or scooters at the Centre whilst your child is in care. Please refrain from bringing your child's toys from home (unless required at sleep times) as it has a tendency to cause upset with other children. The Centre is not responsible for loss or damage.

## WHAT TO WEAR

1. Appropriate footwear
2. Shirts that cover shoulders (Sun Smart)
3. Comfortable weather appropriate clothes that you don't mind getting dirty/paint

**Please don't forget to label all your children's belongings.**