



OCCASIONAL CHILDCARE

INFORMATION HANDOUT FOR PARENTS

Occasional childcare provides short term care of children aged 6 weeks to 6 years whilst parents use the facilities. Children are cared for by qualified early childhood professionals in an environment that provides a range of experiences that are age appropriate and in a safe, secure and caring environment.

Times

Monday to Friday
Session 1: 9:15am – 10:25am
Session 2: 10:30am – 11:50am

Closed Public holidays and 3 weeks during Christmas/New Year period.

Enrolments

An enrolment form for each child must be completed prior to attendance. Forms are available from the Centre or can be downloaded from the website www.geleisure.com.au

Bookings

Bookings are essential and available 7 days in advance for members, 5 days in advance for casual visitors. Contact Glen Eira Leisure on 9575-7100 to make a booking.

Fees

Passes can be obtained from reception prior to attending the session. Childcare staff will request your membership card/band or receipt for their records.

Fees per session are as follows	(as of October 2021)
Casual Single child	\$11.95
Casual Member Single Child	\$7.65
Member 10pass (\$6.89/session)	\$68.95
6-month expiry for 10 pass	

NB. Childcare Benefit (CCB) is not applicable to occasional care services

Cancellations and No-Shows

Notice is required for cancellation. If your child is unable to attend please notify the Occasional Care staff before 8:00am by emailing us at childcare@geleisure.com.au on the morning of the session. Failure to notify the Centre will result in payment for that session

Arrival and Departure

Under requirements set out by the *Children's Service Regulations 2020*, parent/guardians must sign their child in each day and out prior to departure and must include the name of the child, who will be collecting the child, signatures of parent/guardian and a contact phone number.

Please be mindful that when dropping off or collecting your child, that you do so with only the child/ren in your care.

Collection of Children

To ensure the safety of the child, only authorised nominee will be allowed to collect a child from the Centre. It is the parent/guardians responsibility to inform the Centre of any changes to the authorised nominee.

If you are unable to collect your child, childcare staff must be informed in writing or via telephone of the name of the person who will be collecting your child. The person collecting the child

will need to provide photo identification before the child will be released into their care.

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. Parents are asked to contact childcare if their child has been diagnosed with an infectious disease.

Anaphylaxis/Asthma Action Plans

If your child has anaphylaxis, an allergy or asthma, a copy of an Action Plan signed by a doctor is to be provided at the time of enrolment.

Children diagnosed with Anaphylaxis will require a Risk Minimisation plan to be prepared prior to their first visit to childcare.

Medication

Children with Action plans for Anaphylaxis, Allergy or Asthma are required to bring their medication at each visit. Failure to do so will result in the child being unable to attend the centre.

Due to the short nature of the sessions it is preferred that any non-critical medication is administered prior to arriving for the session.

Medication will only be administered with written permission and a completed medication request.

What to Bring

- clearly labelled bag and change of clothes
- nappies
- clearly labelled drink bottle
- hat and sunscreen in summer
- hat and jacket in winter

Food

Food is permitted in childcare however is limited to fresh fruit & vegetables. Please cut up fruit/veg (if needed) and put in a clearly labelled container. Please refer to notice in foyer or speak to staff for a list of approved foods.

Queries

Queries should be directed to the reception staff on 9575-7100 or the Occasional Care Team on 9575-7151 between the hours of 8:30am and 1:30pm or you can email us at childcare@geleisure.com.au

Complaints/Grievances

Any queries or complaints that cannot be resolved by staff can be directed to the Admin & Customer service coordinator on 9575-7100. Occasional Care staff will be available from 8:30am to 1.30pm Monday to Friday for any enquiries and to tour the childcare facility.