

Bookings and cancellations:
8296 2686

Enquires:
DL.3624.leaders@schools.sa.edu.au

Occasional Care Coordinator:
Vicki Evans

Administration Occasional Care/ECW on Fridays
Erica Stewart

Children's Centre Director:
Kim Cook

When you arrive

- Enter via the side gate
- Sign in and connect with the Vicki or Erica
- Check your parent pipe- we also have a Facebook page that we share general information about what is occurring at the site
- Help encourage your child to put their belongings into their tray
- If your child has medication (there will be additional paperwork to fill in) please hand this over to Vicki

After the session

- Sign out and say goodbye to Vicki or Erica
- Remember to collect all belongings



Darlington
Children's Centre
for Early Childhood
Development and Parenting

Occasional Care

Vicki our Occasional Care Coordinator and Erica our Early Childhood Educator would like to welcome you to our Occasional Care program.

We acknowledge that the land we play on is the land of the Kaurna people.

Session Times School Terms Only

	Over 2s
Monday	8:30am– 11:30am
Tuesday	8:30am– 11:30am
Thursday	8:30am– 11:30am
Thursday	12:15pm– 3:15pm
Friday	8:30am– 11:30am

	Under 2s
Friday	8:30am– 11:30am-

Children need to be walking due to Darlington Children's Centre's outdoor learning space.

Children are only able to access one 3 hour session per week

Priority of access

The priority of access criteria must be used to allocate available places.

The priority is for children who are not accessing other early childhood education and care programs including preschool, long day care or family day care.

All children will need to be up to date with their immunisations and provide us with a copy.

Priority 1 access criteria are:

- children who are or have been in care
- children at risk of serious abuse and neglect
- Aboriginal and Torres Strait Islander children
- children in families that include a person with a disability or health condition that impacts upon their parenting
- children with a disability or additional needs
- children in socially isolated families.

Priority 2 access criteria are:

- low income families who have an Australian Government pensioner concession or health care card.
- preference to access the program must not be given based on the family's intention to enrol in the preschool.

Illness and accidents

If your child is unwell with symptoms like conjunctivitis, a runny nose, temperature of 38 degree or higher, vomiting and diarrhoea the previous 24 hours, head lice which has not been treated yet, or a persistent cough then please keep your child home.

If you have given your child medicine (e.g. paracetamol or antibiotics) they should not be attending Occasional Care that day. Please let us know if your child has an illness e.g. Covid, flu, hand foot and mouth so that we can inform the rest of the families.

If a child injures themselves in Occasional Care we will fill in an accident report for you to sign. Should the injury involve a fall, head injury, wound or bite we will ring you to inform you and if required ask for your child to be picked up. Only minor injuries will be treated by staff such as those that require simple first aid e.g. a band aid, cold cloth etc. In the rare case of a more serious emergency an ambulance will be called and parents contacted as soon as possible.

Leaving your child at Occasional Care

How to make goodbyes easier – some tips to try

Have a goodbye routine

A goodbye routine makes goodbyes predictable, and this can help greatly with children's anxiety.

- Let your child know that you are going and that you will be back at a particular time, or after an event that your child understands, such as group time
- Take your child to their educator and reassure them that this person will keep them safe until you come back
- Add in a little ritual that is special to your child such as a big bear hug a kiss on the head with a little fist bump, a few high fives etc. This will become a signal that it is time to go

Keep the goodbyes brief

- Say goodbye to your child with your routine and then leave. If you stay longer to comfort your upset child, this can become very confusing for them and can increase anxiety.

Please don't sneak out

- It can be tempting to sneak out without your child noticing especially if they are enjoying playing. However once your child realises that you are gone they can become upset and confused.
- They may also become more vigilant and clingy next time as they will be anxious that you may disappear again. Its best to let your child know you're going and say that you'll be back later.

Try not to be lured back after you have said goodbye

- If you come back after you have said goodbye it can be very confusing for your child. If you need to come Back, repeat the goodbye and ritual and remind your child that you will come back later.

Remember that some upset behaviour is normal

It can be very tricky for parents to see their child is distressed. It can help to remember that your child's sad behaviour is normal. Children learn from about 8 months' that their parents are individual from them and can leave. But they have difficult understanding the concept of when they will return.

Once your child is enrolled within the program they will hold a weekly booking for the entire term. The cost is:

- \$5 per session and \$20 consumables
- \$1.50 per session and \$15 consumables if you have a health care care (concession)

Fees are still charged if you do not attend your session, please let us know if you are picking your child up early, are running late or are not able to make your session by calling our site on 8296 2686. We unfortunately cannot do swap days for bookings. We would prefer fees to be paid directly into our bank account as per your invoice in your parent pipe.

Please come and chat with us if you are having difficulties in paying your fees. We are happy to negotiate a payment plan. Unfortunately if fees are not paid we will cancel the Occasional Care spot.

Bookings are given out each term and Vicki will connect with you about the next terms booking- day and time may change based on the priority of access policy.

Occasional care is a great extended transition to Kindergarten. If you are interested in your child attending occasional care in Term 2 or term 4 to prepare for Kindergarten next year, please call the office to discuss.

What to Bring

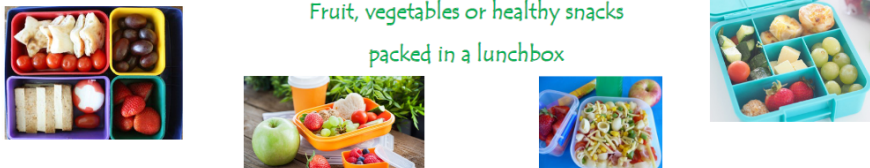
- Bag
- A drink bottle with only water (no other drinks)
- lunchbox with some snacks such as fruit, vegetables, yoghurt, sandwich- please no nut based products like Nutella, peanut butter
- Nappies
- Spare clothes, underwear and sock especially when toilet training
- Hat
- Please ensure that your child is wearing a sunsmart t-shirt and sturdy shoes
- If your child uses a special comforter such as teddy or blanket you are more than welcome to bring this if it will support the transition from home to Occasional Care

Please remember to NAME ALL ITEMS

What do I need for Occasional Care?



Fruit, vegetables or healthy snacks packed in a lunchbox



Please do not bring



Please can you name all containers, water bottles, clothing and bags so that staff can help your child.

Our transition process

To help to support your child to feel safe and secure in our learning space when commencing Occasional Care we ask that your child comes for two visits to meet the educators and play in the space. You could also attend playgroup to help your child get used to the environment.

On the first visit this will be 1 hour where you stay with your child and support them to come into group time and participate in the environment. On the second visit for 1 hour we ask that you help support your child but sit somewhere close so your child can go off and explore in the environment but can still see you and come back in if they need. When your child starts on the first day this will be around 1 1/2 - 2 hours. If your child is extremely upset and we cannot settle your child we will give you a phone call.

Please have a read on the next page how to support your goodbye transition so that children can feel safe within Occasional Care.