

# Occasional Care 2021

- **Torquay Children's Hub (8.30 to 12.30 – days to be confirmed)**
- **Kurrambee Myaring Community Centre (8.30 to 12.30 – days to be confirmed)**

The Occasional Care program allows the flexibility to leave your child in care for four hours once a week. The early childhood learning environment enables children to socialise and learn.

## Children accessing the program

Each session has a maximum of 15 children per session with two qualified educators. The service is provided for children aged between 12 months and six years (five children under three years and 10 children over three years).

## Booking a place

To register your interest for Occasional Care in 2021 complete the online registration form on the Surf Coast Shire website (<https://www.surfcoast.vic.gov.au/Community/Families-and-children/Child-care/Occasional-care>). Bookings are for the calendar year, from 25 Jan to 24 Dec 2021 excluding public holidays (you will not be charged for public holidays). Fees are charged fortnightly in arrears. Four-hour sessions cost \$48.60 per session, and the service is eligible for Child Care Subsidy (CCS).

## Enrolment

You will be contacted after completing a registration. If a place is available you will be provided with a link to the enrolment form. In order to complete this application you must provide an Immunisation History Statement for your child. You will also need to provide an Asthma and Anaphylaxis Action Plan if required.

## Cancellation of care

Two weeks written notice is required to cancel your child's place in Occasional Care. Please send to [chubadmin@surfcoast.vic.gov.au](mailto:chubadmin@surfcoast.vic.gov.au) or mail to Torquay Children's Hub, 27 Grossmans Road, Torquay 3228.

## What to bring

Snacks, drink bottle, change of clothes, nappies, sun hat and sunscreen or warm hat and coat.

## Absentees

If you know in advance that your child will be absent, please advise us and we will endeavour to fill your position. If we are able to do this, you will not be charged.

## Policies

Early Years Policies are available to read at the centre or online at [www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au) (Community/familyandchildren/earlyyearsolicies).

## Immunisation Policy

As of 2016 the State government has introduced 'No Jab, No Play' legislation which requires children to be fully vaccinated before they can commence at early childhood education and care services.

## Further Information

Please call 5261 0549 or email [chubadmin@surfcoast.vic.gov.au](mailto:chubadmin@surfcoast.vic.gov.au)