

# Woodend Children's Centre



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Respect • Equity • Diversity

20 Bathbank Crescent.

Sheidow Park, 5158

Phone: 8322 0677

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 5years 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.

## Facilities

The centre is a safe, well equipped, well staffed and spacious service providing, indoor and

## Hours of Care

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
Tuesday	Am	No Pm	Am	No Pm

## Fees

Fees are payable for each session your child/children attend. To help with administration please bring the correct money. Siblings are half price proving they attend the same session. Please ask staff about the fee structure on enrolment. If your child does not attend, please phone us so that a child on reserve can use the session. **Phone 8322 0677.** If you child is ill and you have not called the centre to cancel your booking, **Normal fee may be charged if this position cannot be filled.** We have an answering machine for you to leave a message at any time.

Group 1 (Health Care and Pensioner Concession Card Holders)		Group 2 (No fee relief)	
1 <sup>st</sup> Child	\$1.50	1 <sup>st</sup> Child	\$5.00
2 <sup>nd</sup> Child	\$0.75	2 <sup>nd</sup> Child	\$2.50

## What to Bring – Please Name every thing you bring

- \* A hat and Bag,
- \* A change of clothes, disposable nappy or pull up ( a disposable unit is used)
- \* A healthy snack and a bottle of water (We are a nut free zone)
- \* Milk for babies, a dummy or comfort toy.

outdoor activity areas for all children. Age appropriate quality educational toys and equipment are provided.

Child height areas for toileting, incorporating a bath and change table with steps are on site.

## Bookings

Please ring **8322 0677** to organise a time to 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 you child.

Bookings can be made up to 1 week in advance. Booking for the next week are available from Monday 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.**

(P/Occ.Care 83220677)