



Supporting Community Kindergartens

ABN: 80 215 293 998

**PAKENHAM SPRINGS CHILDREN'S CENTRE**  
**2012 OCCASIONAL CARE ENROLMENT INFORMATION & GUIDELINES**

Occasional care offers developmental activities for children aged 6 weeks – 5 years of age.

**SESSION DETAILS**

DAY	SESSION	TIME	COST
TUESDAY	MORNING	9.00 AM – 11.30 AM	\$20.00
TUESDAY	AFTERNOON	11.30 AM – 2.00 PM	\$20.00

**BOOKING DATES**

TERM BOOKING DATES	EXISTING CHILDREN	NEW CHILDREN
<b>Term 1 2012</b> Start Tues 07.02.12	Monday 5 <sup>th</sup> December 2011 from 10am	Thursday 8 <sup>th</sup> December 2011 from 10am
<b>Term 2 2012</b> Start Tues 17.04.12	Monday 19 <sup>th</sup> March 2012 from 10am	Thursday 22 <sup>nd</sup> March 2012 from 10am
<b>Term 3 2012</b> Start Tues 17.07.12	Monday 18 <sup>th</sup> June 2012 from 10am	Thursday 21 <sup>st</sup> June 2012 from 10am
<b>Term 4 2012</b> Start Tues 09.10.12	Monday 17 <sup>th</sup> September 2012 from 10am	Thursday 20 <sup>th</sup> September 2012 from 10am
<b>Term 1 2013</b>	Monday 3 <sup>rd</sup> Dec 2012 from 10am	Thursday 6 <sup>th</sup> December 2012 from 10am

**BOOKING PROCESS**

**Term bookings** are available and given preference over casual bookings.

**Term booking days** are held 4 weeks prior to the start of each term, Tuesday for existing children and Thursday of the same week for new children. Existing children will be given 1<sup>st</sup> preference to re book sessions, however session times are not guaranteed and will be booked on a first in first served basis.

To book your child, please call our office on 56296069 from 10am on these booking days.

Siblings of existing children who attend occasional care are considered new children when making term bookings and therefore must book on new children booking day. This ensures current children have 1<sup>st</sup> priority to rebook their place.

**Sessions** are set in morning & afternoon 2.5hr blocks. Children under the age of 3 are eligible to attend either one of these sessions while children over the age of 3 can attend both a morning & afternoon session if available. Children under the age of 3 may request to be placed on the waiting list for an additional session if available once all existing & new family bookings have been taken.

**Payment** - Term bookings require full payment of fees & invoices will be issued at the beginning of the term. Payments can be made by cheque/money order or BPay. Multiple payments can be made through B pay if you wish to spread payments out over the term. If you are not paying your invoice in full by the due date then regular payments must be made ahead of attendance. If you wish to cancel your term booking you must notify Kinders Together on 56296069. Full payment of fees will be required up until the date our office is notified.

**NO Credits will be given for missed sessions under any circumstances.**

**Casual bookings** can be made if places available up to 2 weeks in advance.

**Waiting List** – Children may be placed on a waiting list for places as they become available through cancellations.

Waiting lists only apply to the current term and families are requested to call on the next booking day for future terms.

**Enrolment fee** of \$10 per child is payable upon enrolling for Occasional Care. This is a one off non refundable fee.

**Child Care Benefit** receipts are available upon request. \$0.615 per hour can be claimed though the Family Assistance office if both parents meet work related commitment requirements. Receipts will only be issued upon request at the end of Term 2 & Term 4.