

Bookings

Bookings can be made on a weekly basis or by term. Orientation is strongly encouraged and families are welcome to visit the program during operational hours. *All absences are charged for as per policy manual.*

Arrivals and Departures

- When arriving at the centre it is important that parents and children remain in the foyer until session time commences @ 9.15am. This allows staff time to set up the room according to the children's program.
- When arriving and departing please fill out the sign in/out book with relevant details.
- A late fee is charged for collection after 3.15pm

Releasing children from our service

Children will not be released to anyone other than those previously authorised by the parents/adult guardians on the Enrolment Form. The service must be notified if someone other than those nominated are collecting child/children and photo identification must be presented.

Accident and Medication Book

Staff will notify a parent/adult guardian in a timely manner if children are involved in an accident or incident. Staff will complete the appropriate reports for a parent/adult guardian or guardian to sign upon arrival. If your child requires medication, the appropriate forms must be completed and signed when the child is collected.

DO NOT leave any medications in your child's bag.

If your child suffers from Asthma or Anaphylaxis, parents/adult guardian must complete the appropriate care management form.



Laverton Community Children's Centre

15 Crown Street Laverton 3028 Victoria

P: 03) 9360 0964

E: AdminLCCC@lcis.org.au

W: www.lcis.org.au

Alternative Care Program



Session Times

Wednesday 9.15am - 3.15pm

Thursday 9.15am - 3.15pm

Friday 9.15am - 3.15pm

Exceeding Rating in all 7 Quality Areas!

What is an integrated service?

Laverton Community Children's Centre provides an integrated service model that supports affordability, accessibility and flexible care to members of our community. The environment we provide delivers a variety of quality, safe "play-based" learning programs for all children. Play based learning supports children's choices, decision making and encourages practicing skills with guided interaction from professional educators. The range of programs is supported by other agencies including the Laverton Community Integrated Services (LCIS) Laverton Neighbourhood House & the Laverton Education Centre. The foyer area contains community information, upcoming events and projects.

What is Alternative Care?

Alternative Care provides care and education to all children aged 8 weeks to 6 years. Alternative Care is specifically a mixed age range; it is primarily a family grouping experience. The group size is capped at 14 children and the ratio is:

- 4 places for children under 3 years of age
- 10 places for children over 3 years of age

We have a dedicated and qualified team of staff to ensure children receive the highest standard of care. The program is based on the individual interests and the developmental needs of every child.

A range of stimulating and diverse activities and experiences are offered to children to enhance their creativeness, social interactions and independence. The Alternative Care program offers an additional complementary service to Long Day Care and funded Kindergarten program.

Completed Enrolment Forms and Immunisation Details must be provided at the office prior to enrolment.

Security Codes

When your child is enrolled at the Centre you will be given a security code to enter the building. Please keep this code safe to ensure all our children are kept safe.

What to bring to Alternative Care

Bottles must be clearly labelled with your child's name. If your child has any special dietary requirements please inform the staff or centre cook as we supply all meals during the day. Menus are displayed in the foyer. Water and milk is provided throughout the day

Nappies and Wipes

If your child is not toilet trained, parents must provide nappies and wipes. Please ensure wipe containers are labelled with your child's name.

Spare Clothing

Sometimes children have accidents or become wet or soiled during play; therefore we encourage parents to place some extra items of clothing in the child's bag. As we are regulated by "Sun Smart", all children must have a wide brimmed or legionnaires hat for outdoor play. Likewise for winter they need a warm hat for the colder days.

Late pick up

If children are not collected on time, staff will transition them to the Long Day Care program. Parents will incur any additional costs associated with this program. *Late fine is \$30.00 per 15 minutes or part thereof.*

Fee Schedule 6 hour session **\$55.00**

The fee is charged for the entire session. Families are encouraged to attend at 9.15am to assist children with settling and receiving the most benefit from the available program, Alternative Care is approved for Child Care Benefit.

To receive CCB please contact Centrelink on 13 61 50

Fee Payment

All fees are to be paid at the end of each session.

Payment can be made by EFTPOS, cheque, money order or Centrepay deductions. CASH is not accepted.