OCCASIONAL CARE — PHONE: 8635 2390

SESSION TIMES  (during term times only)
Monday  9.00am – 12.00pm  Under 2 year olds (max 4 children)
Monday  9.00am – 12.00pm  Over 2 year olds (max 8 children)
Wednesday 12.00pm – 3.00pm  Over 2 year olds (max 8 children)

BOOKINGS
- Permanent bookings can be made for one term – up to 6 children
- 1-2 spaces will be left for casual/emergency bookings
- Vacancies will be advertised on our Facebook page or call us to check. (search for Port Broughton Kindergarten)

CANCELLATIONS
We need to be notified of cancellations the day before to ensure we maintain a high utilization rate otherwise we may lose sessions.
Sick children need to stay home – for sickness will be charged a half fee.
All other cancellations or no cancellation will pay the full fee.
Fees need to be paid before any future attendance/bookings can be made

WHAT TO BRING:  (please name all items clearly)
- Hat (broad brimmed or legionnaires NOT a cap)
- Healthy snack/lunch
- Water bottle
- Change of clothes
- Nappies and wipes if required
- Dummy if required
- Pram – if you child needs to have a sleep
- Medication – must be handed to staff and complete health forms
- Your child and a smile 😊

WHEN YOU ARRIVE
- Pay fees by filling out a payment envelope which are located on the bench near the office door and putting it in the payment box on the office door
- As we don’t run with a till please bring the correct money where possible – **money must be paid before and not after the session**
- Session costs are:  $1.50 with a healthcare card or pension card
  $5.00 without
  2\textsuperscript{nd} child is charged at ½ fee
  $1 per minute late fee if your child is not collected on time

WHEN YOU COLLECT YOUR CHILD:
- Please be **on time** (late fee will be charged)
- Sign your child out
- Collect all belongings
- Collect receipt
- Make sure you and your child say goodbye