

Occasional care program procedure

This is a mandated procedure under the operational policy framework. Any edits to this procedure must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

Overview

This procedure details the operating requirements for delivering a departmental occasional care service. It includes complying with the requirements of the [Education and Care Services National Regulations](#) and relevant departmental policies, standards and frameworks.

Scope

This procedure applies to all department staff involved in delivering administration of the occasional care program.



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Detail

The program

The department delivers an occasional care program at preschools and children's centres for early childhood development and parenting (children's centres) in rural and metropolitan areas throughout South Australia. The focus of the program is to provide care for children in communities where there are limited childcare options.

The aim of the program is to:

- provide families with access to sessional occasional childcare, supporting children not already accessing other early childhood education and care programs, including preschool, long day care or family day care
- enable parents to participate in a range of activities including non-work and casual work commitments
- promote young children's development and learning by increasing access to a high-quality early childhood education and care program.

As a program of the preschool, site leaders are responsible for ensuring compliance with relevant departmental policies, standards and frameworks.

The occasional care program is defined as a residual early childhood service under the [Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(SA\)](#).

Priority of access

The priority of access criteria must be used to allocate available places. Families must be made aware of the priority of access criteria after completing a waiting list form and on enrolment.

The overarching priority is children who are not accessing other early childhood education and care programs including preschool, long day care or family day care.

Priority 1 access criteria are:

- children who are or have been in care
- children at risk of serious abuse and neglect
- Aboriginal children
- children in families that include a person with a disability or health condition that impacts upon their parenting
- children with a disability or additional needs
- children in socially isolated families.

Priority 2 access criteria is low income families who have an Australian Government pensioner concession or health care card.

Preference to access the program must not be given based on the family's intention to enrol in the preschool.

Accessing the program

The program offers childcare on a sessional basis, generally for up to 3 hours. Approval may be given for a service in regional and rural areas to offer 4-hour sessions to accommodate families' travel arrangements and preschool operational hours. Requests that demonstrate the need for 4-hour sessions due to remote factors and are supported by education directors, can be submitted via email to education.IntegratedSites@sa.gov.au for approval.

Where demand for occasional care exceeds the available places, the site leader will need to consider reducing the frequency of sessions available to families, so there is equitable access to the program across the community. For example, access to 1 session per fortnight instead of weekly.

Children in care and children at risk of serious abuse or neglect are eligible to access up to 2 occasional care sessions per week where resources permit. This may include a child already attending an education or care program if there's no other more appropriate service available.

A service may develop local guidelines in consultation with the preschool governing council, to help manage the allocation of available places. For example, outlining the cancellation process and steps to contact families where a vacancy arises. Local guidelines must align with the occasional care program's priority of access criteria.

Children with a disability or additional needs

Occasional Care is guided by the [Disability Standards for Education \(2005\)](#) (DSE), which includes making reasonable adjustments for children with disability.

A parent of a child receiving a funded service through the National Disability Insurance Scheme (NDIS) may request from the site leader whether certain support services for their child could be delivered during an occasional care session. Site leaders must follow departmental procedures when engaging non-department service providers. Refer to the [non-education service providers in preschools, schools and educational programs procedure \(PDF 183KB\)](#).

The site leader has the discretion to enrol fewer children in a session (resulting in a reduction in the child-to-educator ratio) when deemed necessary. This is to safely help a child with a disability or additional needs access the program and to ensure the health, safety and wellbeing of all the children attending the service. A record noting the circumstances under which fewer places were offered must be retained by the service and Office for the Early Years notified at education.IntegratedSites@sa.gov.au.

Occasional care inclusion funding

Occasional care inclusion funding provides additional support for children with extensive needs who are enrolled and attending occasional care. Funding, if eligible, is to provide educator support for the child to access and participate in occasional care who otherwise would not be able to. Unless there are other areas of concern, this funding will not support continence care, speech and language and communication matters, or mealtime support.

Accessing the funding:

- Applications using the [Occasional Care Inclusion Funding application form \(PDF 168KB\)](#) (staff login required) to be completed by the site leader with parent permission and submitted via email to education.IntegratedSites@sa.gov.au.
- Applications must address the criteria of health, behaviour and/or safety to be eligible for funding. Supporting evidence such as developmental assessments/screenings, practitioner reports, health care plans, risk assessments, site observations, or other relevant information collected about the child and how they function in the environment can be submitted for consideration to support the application.
- The occasional care inclusion funding panel meet regularly to review and assess applications.
- Site leaders will be advised of the outcome via email.
- Eligible applications received by Monday of weeks 2 and 4 each term will receive funding backdated to commencement of that term.
- Eligible applications received by Monday of weeks 6 and 8 each term will receive funding backdated to week 6 of that term.
- Eligible applications received after Monday week 8 each term will receive funding commencing the following term.
- Funding is provided via RES transfer.
- Each term's funding is subject to the site leader providing a progress report by completing the review column of the application form and submitting via email to education.IntegratedSites@sa.gov.au by Monday of week 10.
- An application is NOT required to be completed each term however, the occasional care inclusion funding panel meet in Week 10 to determine funding each term. Continued funding is subject to the progress report being submitted by Monday of week 10 each term.

Enrolment and attendance

Enrolment and registration forms

Before a child attends the program, an [occasional care, play centre and crèche enrolment form \(form O\) \(PDF 1.6MB\)](#) (staff login required) must be completed.

The school or preschool must ask a parent to supply evidence of their child's full legal name and date of birth. As per the [admission procedure \(PDF 302KB\)](#) (staff login required), 1 of the following primary documents will be accepted:

- the child or young person's official birth certificate or extract
- a passport or travel document such as a visa, citizenship certificate or ImmiCard
- Centrelink or other official government documentation stating the child or young person's name and birth date.

When there's a waiting list, families will be invited to complete a waiting list form. Services may choose to use

the preschool waiting list form. It needs to be amended to specify a waiting list for occasional care.

Alternatively, services may develop their own waiting list form. At the time of registration the site leader will ascertain a family's priority of access status.

On enrolment, families will be asked if their child(ren) is (are) accessing any other early childhood education and care program and be advised that should their child start attending another service, their occasional care booking may be withdrawn consistent with the program's priority of access.

At the time of enrolling in occasional care, parents or carers must provide evidence of their child's immunisation status. Ongoing evidence must be provided in line with the [protecting children from vaccine preventable diseases procedure \(PDF 210KB\)](#) (staff login required).

In circumstances where the child resides in 2 locations, the family may request the child enrol in 2 services. This will not increase their entitlement to additional sessions.

Managing expectations of regular bookings

Services must only book places up to 1 term at a time to enable the reallocation of places each term to children with the highest priority. The needs of families currently enrolled, together with new requests, must be reviewed on a regular basis.

Services in communities that have a high demand may need to take bookings for a shorter period so they can accommodate families in accordance with the priority of access criteria.

While every effort should be made to accommodate all families, it must be clearly communicated to families that where there are competing demands for places, this may not always be possible.

Booking and attendance records

An attendance record, including the time of arrival and departure of a child, must be kept in line with the [preschool attendance recording procedure](#).

Occasional care services must use the Early Years System (EYS) to manage and record bookings, attendances and parent contribution amounts. Bookings can be entered into EYS up to 1 term in advance, however, bookings and actual attendances must be verified for each session.

Data collected in EYS is used to manage the statewide program including parent contributions collections from services and the utilisation review. This is an official record and must be kept up to date.

EYS support is available via the ICT service desk – phone (08) 8204 1866 or email education.EYS@sa.gov.au.

Staffing arrangements

Educator-to-child ratios

Children under 2 years old

The educator-to-child ratio is 1 to 4 for children up to 24 months.

The site leader is responsible for assessing community needs and the service's ability to provide quality care in

line with the National Regulations when determining appropriate care for very young infants.

Children over 2 years old

The department has an exemption in place, approved by the Education Standards Board, for occasional care services to maintain the following educator-to-child ratios. The service approval certificate identifies the exemption condition and must be displayed on the site's notice board at all times.

The educator-to-child ratio is 1 to 8 for the first 8 children and 1 to 10 thereafter for children over 24 months.

It's recommended that children aged over 24 months and less than 36 months do not exceed 50% of the total number of children in care at any given time.

If operating more than 1 over 2 year old session concurrently, 2 educators may care for up to 18 children.

Accepting additional children in an emergency

In accordance with the requirements outlined in the [Education and Care Services National Regulations](#) (Regulation 123 (5) & (6)), in an emergency where a child is determined to be in need of protection under a child protection order or a parent needs urgent health care that prevents them from caring for their child, the service may care for an additional child, or 2 or more children from the same family, for no more than 2 consecutive days without increasing the existing staff-to-child ratios, as long as the site leader is satisfied that the arrangement will not affect the health, safety and wellbeing of all the children attending the service.

The service must also complete a risk assessment about how the educators will manage any identified risks of having an additional child/children attend the service.

A record of the circumstances, including the child protection orders and/or parent's health care needs, and the risk assessment must be retained by the service as evidence that the service meets the requirements of Regulation 123 (5) and (6).

Staff qualifications

Site leaders must ensure compliance with department human resource (HR) policies and seek advice from their People and Culture Business Partner (HR consultant) in relation to all staffing matters.

For qualification information required for early childhood workers (ECWs) and school support officers (SSOs) in the occasional care service, refer to [EC reform fact sheet 2\(b\) \(PDF 480KB\)](#) (staff login required). In summary, the primary ECW or SSO in the occasional care service must have an approved diploma level education and care qualification. If a secondary worker is employed, they must have, or be actively working towards, an approved certificate III level education and care qualification.

If an appropriately qualified ECW or SSO is not available, the [Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(SA\)](#) (Section 94) allows for the ability to apply for a temporary waiver. The site leader must contact their People and Culture business partner for advice. Refer to [early childhood staffing requirements to meet the NQF](#) (staff login required) for more information.

Staffing allocation

The allocation of staff hours is based on:

- the length of the preschool session and the configuration of the occasional care session to either 2.75 hours or 3 hours (services in regional and rural areas may have approval from the Office for Early Years to offer a 4-hour session)
- non-contact time (calculated as 10% of contact time, capped at 3 hours)
- preparation and pack up time (30 minutes per session)
- administration time (1 hour per week for the ECW2 or SSO2). Salary allocations per session:

Children over 2 years old, Primary Worker – ECW2 or SSO2 hours

Sessions per week	2.75 hour session(s)	3 hour session(s)	4 hour session(s)
1	4.75	5	6
2	8.25	8.75	10.75
3	11.75	12.5	15.50
4	15.25	16.25	20.25
5	18.75	20	25
6	22.25	24	30
7	25.75	27.75	34.75
8	29.25	31.5	39.5

Children under 2 years old, Secondary Worker – ECW1 or SSO1 hours

Sessions per week	2.75 hour session(s)	3 hour session(s)	4 hour session(s)
1	3.75	4	5
2	7.25	7.75	9.75
3	10.75	11.5	14.5
4	14.25	15.25	19.25
5	17.75	19	24
6	21.25	23	29
7	24.75	26.75	33.75
8	28.25	30.5	38.5

Salary grants will be shown in the annual preschool resource entitlement statement (RES) and paid through the global budget process.

The site leader must ensure that staff contracts accurately match the occasional care session allocation for each year and that ECW or SSO hours are charged to the occasional care project code 222.

To enable the consistent allocation of staffing hours across the program, ECW2 or SSO2 hours are linked to the over-2-year-old sessions and ECW1 or SSO1 hours are linked to the under-2-year-old sessions. However,

provided that the educator-to-child ratios are met, the ECW2 or SSO2, or ECW1 or SSO1 may be deployed across either session at the site leader's direction.

Operational details

Session configuration

An occasional care service must operate during the preschool term and is funded to deliver the allocated number of sessions over 40 weeks of the year.

Approval must be sought for any changes to the number or length of sessions so that budgetary implications can be considered. A minimum notice of 1 term is required to ensure that the service's resource allocation is adjusted to accurately reflect sessions provided.

Accurate operating times of each occasional care service are required at all times under the legislation and collated by the Education Standards Board. Site leaders must keep up to date records in the Early Years System (EYS) under 'Centre Details – Work Times' and advise the Integrated Sites unit prior to any change to session days and/or times, as well as additional closure dates and/or periods. This information is used by the Regulation and Compliance unit to advise the Education Standards Board.

Site physical capacity

When there are competing enrolment demands for programs at a service, and the site physical capacity is at risk of being exceeded, the delivery of a preschool program is to be given priority.

Where it is predicted that the preschool enrolment numbers are unlikely to be sustained, the site leader may request to suspend the occasional care sessions for up to 1 calendar year rather than relinquish sessions.

If after 1 calendar year the service still cannot offer occasional care sessions due to exceeding site capacity, the held sessions will be withdrawn from the service for reallocation across the state.

Where site physical capacity allows, the occasional care service must operate at the same time as the preschool program. Where this is not possible, the site leader may request from the Office for the Early Years' [Integrated Sites](#) team to operate on non-preschool weekday providing that:

- they can demonstrate that the Nominated Supervisor understands their legal obligations and responsibilities for coordinating and managing sessions that operate on non-preschool days, and
- have prepared a robust risk assessment and management plan to operate on a non-preschool day, and
- can demonstrate that requirements of both, the [Education and Care Services National Regulations - Chapter 4 – Operational requirements](#), (as well as the Occasional care program procedure) will continue to be met at all times, and
- offer a 2-worker program wherever possible, or
- where an occasional care educator is required to work in isolation with children and young people, the site leader can demonstrate the steps taken to meet their responsibility for fully satisfy the [working in isolation procedure](#) (staff login required) to ensure a safe environment is provided for staff and children attending the service (not suitable for under-2 programs).

Educational program

The site leader is responsible for making sure that planning and programming for occasional care is integrated with the preschool program, using the [Belonging, Being and Becoming: The Early Years Learning Framework for Australia \(EYLF\) \(PDF 703KB\)](#) to support a cohesive team approach.

Documentation related to the child's developmental needs, interests and participation in the educational program should occur, taking into account the period of time that the child is in occasional care.

Additional considerations for young children

Site leaders must ensure the health, safety and wellbeing, of children in occasional care and must give particular consideration to:

- making sure the physical environment is suitable for this age group including access to:
 - nappy changing facilities (requirement for a properly constructed nappy changing bench for any children under 3 years of age wearing nappies - National Regulation 112)
 - indoor and outdoor spaces ensuring young children are protected from harm and from any hazards likely to cause injury, including hazards that may be created by older, more mobile children
- educational program and practices are appropriate for the child's developmental needs
- adequate supervision – generally younger children may need an adult to be present and close by to support and help them
- implementing safe sleeping and resting practices, including equipment that meets Australian standards, and provision of adequate supervision during sleep. Refer to the [safe sleeping for infants and young children procedure \(PDF 237KB\)](#).

For questions about facilities contact Asset Support Centre on education.ASC@sa.gov.au or phone 1800 810 076.

Finances

Operational grant

The operational grant contributes to ongoing non-salary costs for the occasional care service, such as materials, equipment, utilities and services.

The operational grant has a fixed component per year and a variable component per child per session. The occasional care operational grant fixed and variable rates are available in the [preschool and school resource entitlement statements \(RES\)](#) (staff login required).

Establishment grant

A once-off establishment grant to an existing preschool starting the delivery of an occasional care may be provided to help the service purchase basic start-up equipment before operating.

The establishment grant is \$1000 to establish a service for children under 2 years of age and \$300 to establish a program for children over 2 years of age.

Establishment grants are not provided to children's centres as these services have already been resourced to support the provision of preschool and other children's services.

Parent contribution

The program is administered and funded by the department. Parents are charged a small parent contribution for a booked session. Payment must be made on the day of care unless there are exceptional circumstances. Parent contributions are not required when a session falls on a public holiday or a site closure day.

The charging practice of the service should be explained to parents during enrolment and clearly detailed in a written site procedure that is readily accessible to staff and families.

Parent contributions are:

- standard rate – \$5 per session for the first child and \$2.50 per session for second and subsequent children attending in the same term
- Health Care Card or Australian Government Pensioner Concession Card – \$1.50 per session for the first child and \$0.75 per session for second and subsequent children attending in the same term.

The site leader must sight all concession cards (or relevant documentation) to approve the discounted parent contribution rate at least once in a 12-month period but copies must not be retained. A family's financial information must be managed in a confidential manner at all times.

If there's a change in family circumstances or income during a term:

- For families who are on a concession rate at the beginning of the term, this rate will apply for the whole term.
- For families who are on the standard rate at the beginning of the term, the concession rate will be applied from the time evidence of eligibility for the concession rate is provided. The parent contribution charged will need to be amended on EYS.
 - This will then reflect the lower rate for the whole term for reporting purposes and reconciliation.
 - A site leader may determine, based on family circumstances or financial hardship, that the discounted rate can be applied for the whole term and reimburse the family accordingly.

Non-attendance

It must be made clear to all families on enrolment that if they book a session and their child does not attend, they'll still be required to pay for the place held for their child. The parent contribution amount recouped from services to the department is based on bookings (not children's attendance).

Waiving parent contribution

A site leader may approve to waive a parent contribution (in full or part) for a family. The cost of waived parent contributions will be met by the site's budget.

Receipts

Occasional care services will receipt in line with the [receiving income and receipting instruction for schools and preschools](#) (staff login required).

Services may use Triset receipts stationery for parent contribution. Services can order Triset receipt sheets by completing a [Distribution Centre order form \(PDF 217KB\)](#) (staff login required).

Contact: Distribution Centre, phone 8234 0140, fax 8234 0136

Email EducationDistributionCentre@sa.gov.au, courier bag distribution centre R1/10.

Banking and reporting

Occasional care services will bank parent contributions into their host preschool or operating bank account in line with the [money and banking instruction for schools and preschools](#) (staff login required). Money banked must be balanced against receipt records at the preschool or children's centre. On a quarterly basis, the department's corporate office will deduct the parent contributions from the site's RES based on bookings for the term.

Site leaders must approve the booking data entered into EYS via the OC Utilisation page for each operating term, no later than week 3 of the following term. This information is used to recoup program revenue raised through parent contributions.

Once approved EYS data cannot be amended. Under exceptional circumstances, a site leader may forward a request to the Office for the Early Years' Integrated Sites unit to amend the data, including the reason for the amendment for auditing purposes.

Occasional care grants must be acquitted and audited as a subset of the preschool's financial statement.

Utilisation

The Office for the Early Years' Integrated Sites unit will conduct a utilisation review every 2 years. Utilisation is based on bookings over a minimum period of 1 term. This will support statewide program planning to prioritise allocation of department occasional care services where there are limited childcare options.

Occasional care sessions may be reduced and reallocated if the utilisation falls below:

- 70% utilisation for under 2-year-old sessions
- 80% utilisation for over 2-year-old sessions.

Education directors will have the opportunity to highlight relevant information about the service and/or community prior to any change in a service's allocated sessions, so that all information can be considered. Generally any change to a service as a result of a utilisation review, will commence at the beginning of a calendar year.

In exceptional circumstances, individual services may be reviewed more frequently, and places reallocated where they are being under-used and the projected demand remains low.

Roles and responsibilities

Head of the Office for the Early Years

Approved provider responsibilities under the *Education and Early Childhood Services (Registration and Standards) Act 2011*.

Director, Early Childhood Services and Strategy

Endorse the occasional care program procedure.

Integrated Sites, Early Childhood Programs

Manage statewide data collection processes and monitor use.

Advise education directors, early childhood leaders and site leaders on the occasional care program procedure.

Develop and review the occasional care program procedure.

Advise services of their staffing allocation and resource entitlements. Manage statewide budget and allocation of sessions.

Education Director

Provide advice on need for new services, closure of services or the reallocation of sessions to meet changing needs within a community.

Early childhood leader

Coordinate collaborative practices across occasional care services in the partnership to manage enrolment pressures.

Help site leaders respond to and solve complex service issues.

Site leader

Ensure that the service complies with the *Education and Care Services National Law* and *Education and Care Services National Regulations*.

Manage bookings to ensure compliance with educator-to-child staff ratios.

Ensure that administration processes and practices are in place in relation to parent contributions and data collection requirements.

Where demand for the service exceeds the available places, make sure processes are in place that enable priority 1 children to have equitable access to the service.

Educators, teachers, early childhood workers, school support officers and administration staff

Provide information to families about the occasional care program consistent with this procedure.

Definitions

Aboriginal children

The Department for Education uses the term 'Aboriginal' to refer to people who identify as Aboriginal, Torres Strait Islander, or both Aboriginal and Torres Strait Islander.

children and young people in care

Where a child or young person is the subject of a custody or guardianship order under the *Children and Young People (Safety) Act 2017* (SA). This includes the following care arrangements:

- where a child or young person is under the custody or guardianship of the Chief Executive of the Department for Child Protection
- where there is an order granting a specified person care of a child (previously referred to as Other Person Guardianship)
- voluntary custody agreements
- unaccompanied refugee minors under the *Immigration (Guardianship of Children) Act 1946* (Cth) with guardianship delegated from the Minister for Home Affairs to the Chief Executive of the Department for Child Protection.

children at risk of serious abuse and neglect

A child is taken to be at risk of serious abuse or neglect if the child is at risk of suffering harm as a result of being subject to, or exposed to, one or more of the following events:

- serious physical, emotional or psychological abuse
- sexual abuse
- domestic or family violence
- neglect.

A child is at risk if: the child is currently experiencing one or more of the events set out above, or the risk of the child experiencing one or more of the events in the future is real and apparent.

A child may be taken to be at risk of suffering harm in relation to an event mentioned above even if the event occurred in the past. A child is also taken to be at risk of serious abuse or neglect where the child is in need of care and protection under relevant state or territory law.

Refer to the [Family Assistance Guide](#) - the Australian Government Additional Child Care Subsidy (ACCS) (child wellbeing) for more information on the definition of 'at risk'.

early childhood education and care programs

Preschool, long day care, family day care or another occasional care service.

immunisation status

Evidence detailing a child's immunisation.

national regulations

Education and Care Services National Regulations.

parent

Parent, in relation to a child, includes a guardian of the child and a person who has parental responsibility for the child under a decision or order of a court.

residual early childhood service

Some early childhood education and care services that fall outside the scope of the Education and Care Services National Law (South Australia) are defined as 'residual' early childhood services. Residual services are regulated through a modified use of the National Law and through service-specific regulations and standards. The modifications and exclusions of the National Law relating to residual early childhood services are listed in Schedule 2 of the [Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(SA\)](#).

The Education and Early Childhood Services (Registration and Standards) Regulations 2011 (SA) applies to residual early childhood services. Occasional care is referred to under [Education and Care Services National Regulations – 5 \(2\) \(c\)](#) as a service providing education and care to children primarily on an ad hoc or casual basis where:

- the service does not usually offer full-time or all day education and care to children on an ongoing basis
- most of the children provided with education and care are preschool age or under.

site leader

Preschool director or school principal.

Supporting information

[Early childhood qualification verification](#) (staff login required)

[Early Years System \(EYS\): how to manage occasional care \(PDF 886KB\)](#) (staff login required)

[Immunisation requirements and early childhood services](#) (staff login required)

[Occasional Care Inclusion Funding application form \(PDF 168KB\)](#) (staff login required)

[Occasional care, play centre and crèche enrolment form \(form O\) \(PDF 1.6MB\)](#) (staff login required)

[Ordering forms and envelopes \(Triset sheets\) via the Distribution centre](#)

[Preschool and early childhood management](#) (staff login required)

Related legislation

[Disability Standards for Education \(2005\)](#)

[Education and Care Services National Regulations](#)

[Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(SA\)](#)

[Education and Early Childhood Services \(Registration and Standards\) Regulations 2011 \(SA\)](#)

Related policies

[Money and banking instruction for schools and preschools](#) (staff login required)

[Non-education service providers in preschools, schools and educational programs procedure \(PDF 183KB\)](#)

[Preschool attendance recording procedure](#) (staff login required)

[Protecting children from vaccine preventable diseases procedure \(PDF 210KB\)](#) (staff login required)

[Safe sleeping and resting for infants and young children procedure \(PDF 237KB\)](#)

[Working in isolation procedure](#) (staff login required)

Record history

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Approvals

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Policy Officer: Program Lead, Integrated Sites

Policy sponsor: Director, Early Childhood Services and Strategy

Responsible Executive Director: Head of the Office for the Early Years

Approved by: Director, Early Childhood Services and Strategy

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Revision record

Version: 1.7

Approved by: Director, Early Childhood Services and Strategy

Approved date: 19 March 2024

Review date: 19 March 2027

Amendment(s): Added hyperlinks to new 'occasional care inclusion funding application form'.

Version: 1.6

Approved by: Director, Early Childhood Services and Strategy

Approved date: 27 February 2024

Review date: 27 February 2027

Amendment(s): Added 'occasional care inclusion funding' section.

Version: 1.5

Approved by: Director, Early Childhood Services and Strategy

Approved date: 5 May 2023

Review date: 5 May 2026

Amendment(s): Minor edit to review for accuracy, incorporate clarifying information to support operations and to check hyperlinks.

Version: 1.4

Approved by: Director, Early Childhood Services

Approved date: 28 April 2020

Review date: 1 February 2023

Amendment(s): Minor edit to check for accuracy and to incorporate clarifying information to support operations. Hyperlinks in the document have been reviewed and updated.

Version: 1.3

Approved by: Director, Early Childhood Services

Approved date: 27 May 2019

Review date: 30 November 2019

Amendment(s): New branding applied to document, published as HTML document on EDi, edited for plain English in consultation with Communications directorate.

Version: 1.2

Approved by: Director, Early Childhood Services

Approved date: 29 November 2018

Review date: 30 November 2019

Amendment(s): Minor administrative edit to update template and hyperlinks.

Version: 1.1

Approved by: Director, Early Childhood Services

Approved date: 14 February 2017

Review date: 7 July 2019

Amendment(s): Minor edit to include the request at enrolment for parent or guardians to provide immunisation evidence for their child; DECD writing Style guide changes; consistency in referencing early childhood workers and school support officers.

Version: 1.0

Approved by: Director, Early Childhood Services

Approved date: 07 July 2016

Amendment(s): The 'occasional care program procedure' replaces information previously referred to in the occasional care information sheets 1-12, 2011.

Contact

Integrated Sites

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