

Occasional care establishment checklist

Occasional Care services operating in conjunction with existing kindergarten

The National Occasional Care Programme aims to increase access to flexible, seasonal and sessional child care, particularly for families in rural, regional and remote areas. The programme enables parents to participate in a range of day to day activities (for example casual or seasonal work, recreational classes, respite or medical appointments) while their children socialise and interact with other children in an early childhood education and care setting.

To establish and provide an Occasional Care Service in Victoria, there are a variety of things you will need to be familiar with, including the legislative and regulatory obligations as well as the reporting and compliance requirements under your state funding agreement.

This checklist is designed to support existing funded kindergarten service providers approved under the National Quality Framework in offering an occasional care service fully integrated with the kindergarten program under the *National Occasional Care Programme*.

Community Child Care Association can provide you with phone and email support in:

- using this checklist
- completing application forms
- understand staffing and ratio requirements
- understand programme requirements and reporting
- budget planning
- models of service delivery

Community Child Care Association

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Checklist		✓
Approval process	Please contact the <i>Department of Education and Training, Service Administration and Support Unit</i> on ph 1300 307 415 to discuss your approval/licensing options.	
	Register to use the NQA IT System if you have not done so already, to view provider and service details, submit applications and notifications and pat invoices related to approvals under the National Law. More information at: http://www.acecqa.gov.au/national-quality-agenda-it-system	
Funding agreement	Sign a Victorian Government service agreement and ensure you have a process for meeting conditions of the service agreement.	
	Register with the Funded Agency Channel (FAC) if you have not done so already, to receive customised information specific to your individual organisation. This includes service agreement information, funding and payment details and reporting requirements. More information at: http://www.dhs.vic.gov.au/funded-agency-channel	
Management	Management teams to set up an Occasional Care Service sub-committees.	
	Decide on roles and responsibilities of sub-committee, including reporting to the management team, if applicable.	
Venue	Ensure legislative compliance, e.g. space requirements.	
	Consider the impact (if any) on lease agreement or internal arrangement.	
	Consider the location of toilets and the procedures for children using them, particularly if providing occasional care for age groups other than preschool age.	
	Review emergency evacuation plan with respect to additional operating hours, age groups, and staffing.	
Operation	Services may be eligible for insurance with the Victorian Managed Insurance Authority (VMIA) through DET. Please email: kindergarten.funding@edumail.vic.gov.au to determine eligibility.	
	Review opening and lock-up procedures with consideration to alternate opening and closing times.	



Checklist		✓
	Review enrolment process to include details for occasional care, including how to maintain up-to-date service and family details.	
Finance	Review current banking practices and consider an account or line of credit for the occasional care service.	
	Develop a budget projection to determine what the additional cost to the service will be for providing occasional care, and develop a break even budget.	
	Review fee collection, invoicing and receipting systems to include occasional care.	
	Review current mechanisms for administration records, petty cash, incoming fees and funding compliance.	
	Review current system to monitor income and expenditure to include occasional care service.	
	Ensure all financial procedures for the occasional care service are in writing.	
	Document a comprehensive fee policy for occasional care, or review current process to include occasional care and distribute to families.	
Staffing	Review position descriptions for all staff and develop new position descriptions for staff if required.	
	Review procedures on how and where to advertise occasional care service employment opportunities, and implement during recruitment process.	
	Review procedures for interviewing and appointing new staff, and implement during recruitment process.	
	Review staff orientation and induction procedures to include occasional care.	





Checklist		✓
	Hire staff in-line with current industrial obligations.	
	Review current system for ensuring professional development for all staff, including occasional care staff, based on individual professional learning plans.	
	Develop and document a system for regular, documented staff appraisals to take place.	
	Review staff handbook publication to include occasional care and distribute to all staff.	
National Quality Framework	Review current process for National Quality Framework compliance including review of the Quality Improvement Plan, and consider the impact (if any) of the occasional care service.	
Administration	Review current record keeping system for children, families to ensure compliance with occasional care.	
	Ensure all administration procedures for the occasional care service are in writing.	
Equipment and storage	Review current purchasing procedures for equipment and consumables and include a process for the occasional care service.	
	Ensure current equipment and consumables are adequate for the occasional care service.	
	Consider the need (if any) for adequate general storage specific to the occasional care service.	
	Consider current first aid supplies and consider the need (if any) to increase supplies to cater to the occasional care service.	
	Consider the impact (if any) on office supplies.	





Checklist		✓
Policy	Review policy and procedures document to include occasional care, including policies regarding priority of access, inclusive practice, and payment of fees and policies listed in <i>r.168 of the National Regulations</i> .	
	Review current statement of philosophy with regard to occasional care.	
Access and equity	Develop priority of access policies to reflect the Commonwealth guidelines on priority for allocating places in approved child care services, including an outline of how waiting lists will be prioritised. This policy may link to the current kindergarten enrolment process.	
	Establish booking systems so that some places are available for families who wish to use the service for the first time or may be seeking to make a booking at short notice. This policy may link to the current kindergarten enrolment process.	
	Review child and family orientation and induction procedures to include introduction to occasional care.	
	Consider the need for service information regarding the occasional care service to be translated into relevant community languages.	
	Consider encouraging parent input into the occasional care policies and decision-making, and participation in quality assessment processes for example undertaking user satisfaction surveys.	
Promotion	Review existing or develop links with other service providers and families, such as local government, so that information about the occasional care service is widely available in the community.	
	Review existing promotional material for families and the community to include information about the occasional care service.	
	Review, update and distribute family handbook publication to include the occasional care service details.	
	Distribute promotional materials to the community e.g. schools, maternal and child health services, local government.	



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**Department of
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