



*'HILAC Occasional Care is committed to supporting, nurturing, and empowering your child and helping them to grow'*

HILAC Occasional Care offers a limited hours education program to families within Hamilton and the surrounding communities. We are located at HILAC, where our highly qualified Educators provide education and care programs based on the Approved Learning Frameworks; Early Years Learning Framework, Belonging, Being & Becoming, My Time, Our Place and the Victorian Early Years Learning and Development Framework.

**FOR MORE INFORMATION**

Please contact the service or visit the service during operational hours to speak to Educators.



# HAMILTON INDOOR LEISURE AND AQUATIC CENTRE OCCASIONAL CHILDCARE

**SESSION HOURS**

Monday to Friday: 9:00am – 12pm

**OFFICE HOURS**

Monday to Friday: 8:00am – 1:30pm



**Call Now!**

83-93 Shakespeare Street (Locked Bag 685)  
Hamilton Victoria 3300

0428 259 412

[occ@sthgrampians.vic.gov.au](mailto:occ@sthgrampians.vic.gov.au)

[www.hilac.com.au](http://www.hilac.com.au)

@ HILACchildcare





## EDUCATIONAL PROGRAM

HILAC Occasional Care's early childhood educators are qualified, highly skilled with years of experience in a number of services and Early childhood settings. We aim to provide a welcoming, inclusive, nurturing and stimulating environment that meet the individual needs of all children.

Our educators plan a monthly program developed from children's interests and development level Children participate in a wide range of educational experiences.

Our program incorporates our inviting outdoor environment, with sand pit, lawn, mud kitchen and garden play spaces. It's the perfect environment for your child to practice independence, sense of agency, decision making and social skills, with support from our educators.

This service is governed by the Department of Education and Training, under the Victorian Children's Services Regulations and Act.



## ENROLMENT

Children must be enrolled prior to attending the HILAC Occasional Care. Enrolment forms are only available online, the link to enrolment can be requested by contacting the service or clicking on the link below.

[Childcare Portal \(harmonykids.au\)](https://www.harmonykids.au)

***Please note:*** You will be asked to upload a current copy of your child's **Immunisation History Statement** (accessed by logging onto your online my.Gov account), so please have this ready before you start completing the enrolment form. Please ensure you have **BOTH** parents details, **CRN** numbers for both yourself and your child, we also require **at least 2 emergency contacts other than parents with address, email, phone numbers and relationship to child.** We also require any **parenting plans/orders, medical action plans and birth certificates** to process enrolment. Please ensure you fill in **ALL** details incomplete enrolments will not be accepted.



## BOOKINGS

Once children have been enrolled families will be provided with links for our Booking request form. Permanent bookings can be requested via these forms with casual bookings requested by contacting the service via text. We review all permanent bookings each term with families required to submit new booking request forms, current families bookings will be prioritised to reduce the impact on families of cancelling or moving bookings. To ensure our service reflects the Australian Government's intention to assist families who are most in need, and support the safety and wellbeing of children at risk in accordance with the Framework for Protecting Australia's Children 2009-2020.

## FEES & PAYMENT

Payment are required to be paid via Direct Debit only, this is set up on enrolment. Our fees are charged per hour with a discounted rate for HILAC members. For a current Schedule of Fees and Charges please contact the service.

Our service is approved under the Family Assistance Law therefore, Child Care Subsidy's are claimed at this service for eligible families reducing their fees.

