The DECD Rural Care program is a long day care program that is operated in and alongside a DECD preschool program. The service is offered in smaller rural communities that are unable to sustain viable child care options. This is made possible with support from the Australian and State Governments.

Each of the rural care sites operate under the auspice of the governing council within the context of the guidelines under which the program operates.

**Philosophy**
In a supportive and nurturing environment every child, family and educator is encouraged to explore, learn and develop.

**Values**
Participation, innovation, engagement and learning through play

**Relationships**
We value strong and supportive partnerships with families. Through strong relationships with educators we encourage children to become curious lifelong learners.

**Diversity**
All of our interactions with families are based on respect for and understanding of each families’ individual context.

**Voice**
We acknowledge the families’ central role in their child’s learning and development and will work to support families to fulfil this role with hope and enjoyment.

We actively engage with families involving them in decision making and invite them to engage with us in ongoing reflection and review of the program.

**Hours of Operation**
8.00am – 6.00pm, 5 days a week

**Weeks of Operation**
50 weeks per year as approved by the DECD Rural Care Program Manager. The centre will be closed from Christmas until early in the New Year.
Sessions and Fee Schedule

<table>
<thead>
<tr>
<th>Long Day Care (Non - School Age Children)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Morning</strong></td>
</tr>
<tr>
<td><strong>Afternoon</strong></td>
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<tr>
<td><strong>Day</strong></td>
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</tbody>
</table>

Casual Long Day Care will be charged at either half day or full day rate.

<table>
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<tr>
<th>OSHC and Vacation Care (School Children)</th>
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<tbody>
<tr>
<td><strong>Before School Care</strong></td>
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<tr>
<td><strong>After School Care</strong></td>
</tr>
<tr>
<td><strong>Vacation Care Morning</strong></td>
</tr>
<tr>
<td><strong>Vacation Care Afternoon</strong></td>
</tr>
<tr>
<td><strong>Vacation Care Day</strong></td>
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</tbody>
</table>

**Rural Care Fees**

The care provided under this program is based on fee for service. It should be noted that the fees are subsidised by the Commonwealth and State governments. The parent fee covers the gap to keep the program financially sustainable.


**After Hours Fees**

A late fee will be incurred where a child is collected from the service after closing time where emergency communications have not been received by the service. The fee will be $10 for every 10 minutes or part thereof as determined by the site leader.

**Change / Cancellation of Booked Care**

Notice of **14 days** is required to change or cancel booked care. If not received the full fee will be charged.

**Fee Charges**

Standard fees apply

- if children are absent from booked care including school holidays when the Rural Care program continues to operate.
- where booked care falls on a public holiday
- for school closure days

* Fees are not charged for Rural Care program approved closure days and over the Christmas Break. All charged absences are eligible for any Australian Government assistance as an allowable absence. All children are entitled to up to 42 absence days per year. *Parents will be* provided with 4 weeks' notice of any approved closure periods.
Holding a Booked Care Place
A fee of 50% of the full fee will be charged to secure a booked place for the maximum of a 2 week period in any calendar year in addition to the Christmas Break (e.g. hold a place while on holidays). This charge will be eligible for any Australian Government assistance as an allowable absence.

Enrolling your child
To enrol your child in care, parents should arrange to meet with the site leader to discuss:
- care requirements and availability of a care place
- the site’s enrolment and fees payment policy including payment of a bond
- completion of the enrolment form and signing of the enrolment and fees payment policy.

What to bring
A labelled bag for each child which includes:
- piece of fruit / vegetable and a serve or dairy or healthy morning snack
- packed lunch which is in keeping with the sites healthy eating policy – Please store children’s food in the centre’s fridge so that food is maintained at a safe temperature during the day
- piece of fruit to share in the afternoon
- water bottle
- change of clothes appropriate to weather
- nappies, wipes
- expressed breast milk / formula and bottles, if applicable
- dummy / comforters, if applicable
- NB: Any medication (including nappy rash creams and teething gel) needs an authority letter from a Doctor and needs to be stored securely by staff- not in your child’s bag

A broad brimmed hat and a roll on sunscreen will be provided and you will receive a sun safety invoice for $15 from the centre.

Health and Wellbeing
Where a child has a health condition that staff need to know about, a documented health support plan is required. Refer www.decd.sa.gov.au/childrensservices/pages/policies/medicalconditions/

Staff will discuss this requirement with you during the enrolment process.

Staff will also advise you if your child falls ill whilst in care or has an injury as soon as reasonably practical.

Parent Participation
The Rural care service along with the preschool, is operated under the auspice of the governing council. We welcome all parents to participate in the running of our service. Scheduled meetings occur throughout the year with dates provided in the newsletter and on the parent notice board. Your involvement is welcome at any time.
**Confidentiality**

All information provided in respect to your family and your child will be managed following DECD records management policies and procedures with the aim of ensuring that:

- the integrity and quality of information is maintained
- access is properly authorised and approved
- information is used appropriately


**Complaints Policy**

Our site has a formal complaints policy. If you have any concerns or issues please talk to any staff member or contact the site leader. The site leader’s contact details are listed below.

For further information please refer to: [www.rivertonkindergarten.sa.edu.au](http://www.rivertonkindergarten.sa.edu.au)

**Site Specific Policies**

In addition to those policies discussed above, our service has a number of site specific policies which are available to parents on our website.

**Questions / Queries**

If you have further questions about the rural care program, please talk with the site leader.

Emily McNair  
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[www.rivertonkindergarten.sa.edu.au](http://www.rivertonkindergarten.sa.edu.au)