



Casual Care – Information for Families

Waratah Cottage offers casual care for children aged 6 weeks – 5 years (ie children not attending primary school) during school terms.

Co-located with the long day care centre, Casual Care has its own playroom and playground, however there may be times when the children are cared for in the same playrooms and playground as the long day care children (also aged 6 weeks – 5 years).

Opening Hours: 7:45am – 5:15pm
Monday – Friday

Maximum number of children: 23 (aged 6 weeks – 5 years)

Staff:

Staffing will be appropriate to the number and ages of children enrolled in Casual Care and will be better than the Regulated staff:child ratios.

The Casual Care team is comprised of:

- Room Leader, Diploma qualified (Full time)
- Diploma (Full time)
- Diploma (5.5 hrs per day)
- Certificate III (Full time)
- Certificate III (Full time)

Fees:

Care can be booked for as little as 2 hours or as much as the full day. Half day sessions are generally limited to a morning or afternoon session but please speak with staff to discuss your individual requirements.

MQ Student	2021 Fee
• Hourly (2 hour minimum)	\$15.50
• Half day (4 hours)	\$66.50
• Full Day	\$118.50
MQ Staff	
• Hourly (2 hour minimum)	\$17.50
• Half day (4 hours)	\$69.50
• Full Day	\$121.50
Community	
• Hourly (2 hour minimum)	\$20.50
• Half day (4 hours)	\$80.50
• Full Day	\$139.00

What is included:

Nappies and all meals are provided. Depending on the time of attendance, this might include breakfast, morning tea, lunch, and afternoon tea. Dietary requirements can be accommodated and should be discussed with staff at the time of enrolment.

Sunscreen and standard nappy barrier creams are provided.

What to bring:

- Formula, baby feeding bottles, dummies (if applicable)
- Drink bottle (for water)
- Change of clothes
- Hat
- Sheets for cot/sleeping mat (if child will be resting/sleeping)

All items need to be clearly labelled.

Please allow time to complete a short form when dropping your child off so that staff understand your child's routine and specific needs for the time they are at the Centre.

How to book:

The first time you book into Casual Care you will need to register in Waratah Cottage Hubworks.

To register:

- Go to [Waratah Cottage Hubworks](#)
- Select 'Enrol'
- Have the following documents ready to upload:
 - Your child's Birth Certificate
 - Your child's Immunisation History Statement
 - Any Medical Management Plans (eg for Anaphylaxis)
 - Contact details of at least 1 Emergency Contact
 - Court Orders (if applicable)
 - Bank account/credit card details
- Complete the Registration Form and click 'Submit'

Centre staff will accept your enrolment request and you will be provided with your Hubworks login details.

Once you are registered in Hubworks, you will not need to complete this process for future bookings.

To book – more than 1 week in advance:

- Complete the Casual Care booking form (available on the website)
- Email it to cexp.waratah@mq.edu.au

The Centre will contact you to confirm the booking within 2 business days.

To book – less than 1 week in advance:

Please contact the Centre to see if the time/day you need is available.

Child Care Subsidy applies for eligible families.

Parking:

Free 30-minute parking is available for drop off/pick up.

To register:

1. Go to [vPermit](#)
2. Click Register
3. Select 'Other' from the Role dropdown box
4. Complete the registration, following all instructions
5. A confirmation email will be sent to you - confirm account by clicking on the link.

To apply for a permit:

1. Login to [vPermit](#)
2. Click on 'My Permits'
3. Press Apply for a permit
4. Select 'Other Permit - Childcare Centre - 30 Minute Drop Off Zone' from the list
5. Confirm the permit activation

Contact details:

Waratah Cottage
11 University Ave, Macquarie University
9850 4680

Centre Manager: Fiona Lawson
Customer Service and Administration Officer: Jessie Mar-Lavulo
Room Leader, Casual Care: Kaity Jones