



## Women in Work Childcare

### Booking guidelines

Bookings are made by contacting the Women in Work Community Enterprise Worker

**Ph.** 9401 6633

**Email:** [wiw@whittleseacommunityconnections.org.au](mailto:wiw@whittleseacommunityconnections.org.au)

**Online:** <http://www.whittleseacommunityconnections.org.au/women-in-work.html>

Women in Work are a bi-lingual and bi- cultural mobile childcare service tailored to meet your needs.

### We offer

- Flexible childcare arrangements
- Childcare for all ages
- Assessment of Venue
- Professional, experienced and qualified staff
- Multicultural and bi lingual service
- Toys and equipment
- Set up and pack up
- 7 days a week and outside hours
- Regulatory compliance.

### Childcare:

One or more Diploma accredited childcare workers will be contracted to deliver childcare services and activities for the duration requested, including set up and pack up. Parents register their child before or on the day of the event. Toys and equipment are supplied.

### Costs:

Women in Work Childcare charges an hourly rate determined by the number of workers contracted. The numbers of children indicated in brackets are a guideline only.

### The following costs apply Monday to Friday

- 1 worker \$45/hour +GST (1- 4 children)
- 2 workers \$90/hour +GST (5- 8 children)
- 3 workers \$135/hour +GST (9-15 children)

### The following costs apply for Saturday and Sunday

1 worker \$90/hour+GST (1- 4 children)  
2 workers \$180/ hour+GST (5-8 children)  
3 workers \$270/ hour+GST (9-15 children)

### Booking conditions:

A minimum booking of 2 hours is required Monday to Friday and a minimum of 4 hours Saturday and Sunday.

Confirmation of numbers and ages of children is required 48 hours in advance.

### Ratio's of Workers to children

1 worker to 4 children

if there are 2 or more babies (under 12 months) in the 4 we automatically book 2 workers.

### Cancellations

Cancellations made with less than 24 hours will incur a fee of \$50 per worker.

Cancellations made on the day of the job, or once the worker is at the job, will incur the full booking price of the agreed upon hours, regardless of numbers of children in attendance.

If a customer releases a worker to leave earlier than the scheduled finished time (e.g. due to low numbers of children), we will still invoice for the agreed hours. This policy is in recognition of the commitment that the childcare worker has made for these hours.

Also, where a customer requests the worker to stay longer than the scheduled finish time, they will be invoiced according to the hours signed off by the customer on the 'sign off sheet'.

NB: if only one childcare worker is booked, we require that a staff member or volunteer be on location to assist if necessary with children needing to use the bathroom as the childcare worker can not leave children unattended at anytime.

### Assessment:

An assessment of your organisation's childcare needs is made, including an inspection of your proposed venue to ensure a safe and appropriate childcare environment adhering to current Children's Services Regulations. The assessment will also include advice on the number of childcare workers required in order to meet the needs of your program's participants.

### **On call worker:**

An on-call worker can be booked for a fee of \$45+GST.

If this on-call worker is needed on the day, charges will be made according to the hourly rate from the time the worker is contacted and the \$45 on-call fee is removed.

### **Distance premium**

All childcare booking requests that requires travel more than 15km one way from our office will incur an additional distance premium which will be negotiated with customer before the booking is finalised.

### **Billing**

Invoicing is done at the end of each month unless you have booked a complete Term booking then Invoicing will be done at the end of the Term.

Please ensure you supply the mailing address of your organization and the email for forwarding invoices (if different from your email) and the name or a code of the client you are providing the childcare for.