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**Crèche Information Sheet 2020**

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| Welcome to our Crèche service.  To ensure we provide a safe and happy crèche environment for you and your child,  we ask you to note the following information. |

**Responsibilities of the Parent / Caregiver:**

1. **Enrolment**

You are required to complete a crèche enrolment form for each child intending to use the crèche facility before the child can be booked into the crèche.

1. **Booking your child**

To ensure placement in the crèche, **booking your child is essential.** The parent / caregiver is required to inform crèche staff as soon as possible if their child is unable to attend.

***\*A cancellation fee may be charged for continual ‘no shows’ for crèche bookings.***

1. **Sign in**

You are required to sign each child into the crèche register upon arrival at Newman Recreation Centre and sign out of the crèche register upon departure.

1. **Remain on the premises**

Parents / caregivers must remain in Newman Recreation Centre at all times. Should your child become distressed while in the crèche all attempts will be made to settle him / her however, you may be requested to attend to your child.

1. **Infections and illness**

Children cannot attend crèche when they are sick or have a contagious illness. If a child becomes sick during their attendance in the crèche they will be returned to the parent / caregiver.

If your child has suffered from a communicable disease, a doctor’s

Clearance is required before he/she can return to the crèche.

***\*Crèche staff are not permitted to administer medication to your child.***

***This is the responsibility of the parent / caregiver.***

1. **Providing relevant supplies for your child**

Please provide spare nappies –preferably disposable, a change of clothes and a hat. Your child will also need a snack such as a piece of fruit and sandwich as well as a drink.

1. **Allergies and nut products**

To protect the children in our care who may have allergies to peanuts and other nut products, please note **NO** **peanut**, **nut** or **popcorn** products are permitted in the crèche.

1. **Lost property**

Please ensure all children’s belongings (bags, clothes, lunch boxes, and water bottles) are clearly labelled with their name. At the end of the day, any item not belonging to crèche will be placed in the lost property box at the crèche desk.

1. **Collecting you child**

Payment for crèche services must be paid for on the day, before you collect your child from crèche.

Children can only be collected by the person who signed them in; unless a prior arrangement has been made with crèche staff.

All children must be signed in and out of the crèche and the time recorded.

**Crèche Hours and Bookings:**

**Crèche operational hours are:** Monday to Saturday 8am - 11am

Tuesday Evenings 4:45pm - 7:45pm

Bookings can be made by completing the booking sheet in Crèche or by contacting Reception on: (**08) 9177 8075.**

***We care for children from the age of three (3) months up to the age of ten (10) years.***

**Current Fees & Charges**:

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| Per child per visit | 3 hour session | $6.50 |
| 5 session visit card | 3 hour session | $28.00 |
| 10 session visit card | 3 hour session | $53.00 |
| 20 session visit card | 3 hour session | $100.00 |
| 50 session visit card | 3 hour session | $227.00 |

**Behaviour Management Policy:**

The crèche displays a positive management of behaviour. Children are expected to follow simple rules relating to physical aggression, respect for property and compliance with crèche attendant instructions.

**1st Incident** – the carer will approach the child regarding behaviour/issue and reinforce the positive behaviour required.

**2nd Incident** – the child will be redirected to a quiet play area.

**3rd Incident** – Staff and parent / caregiver will work together to resolve the issue. However if the issue continues and is considered a hazard or a health and safety issue to staff and/or children your child may be excluded from crèche at the discretion of the Crèche Supervisor.

**Emergency Evacuation Policy:**

**In the event of an emergency, staff will evacuate children from the danger area. When all children are accounted for and in a safe location, the parent / caregiver may collect their children.**

**We hope you and your child enjoy our crèche.**