

## Crèche Information Sheet 2023 / 2024

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.

#### 2. Booking your child

To secure placement in the crèche:

**Booking your child is essential.**

**Booking into crèche will be limited to 4 weeks (28 days) in advance only.**

**Members booking in advance must have ample crèche visit passes to use to secure their future bookings.**

**All Crèche bookings must be paid for upfront.**

The parent / caregiver is required to inform crèche staff as soon as possible if their child is unable to attend.

**\*If a booking is not cancelled prior to the start session time on the day of the booking then there is no refund/redemption of passes and a cancellation fee may be charged.**

#### 3. 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.

#### 4. 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.

#### 5. 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.

#### 6. 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.***

#### 7. 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.

#### 8. 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.

#### 9. Collecting your child

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 Sessions and Bookings:**

| Monday to Sunday | Times           |               |
|------------------|-----------------|---------------|
| Session 1        | 8.00 – 9.30am   | Total 90 min  |
| Session 2        | 9.30 – 11.00 am | Total 90 min  |
| Combine Sessions | 8.00 – 11.00am  | Total 180 min |

\* Crèche is closed on public holidays and on Sundays during the school holidays.

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

Bookings can be made by contacting Reception on: **(08) 9177 8075** or

**Email: [csorec@eastpilbara.wa.gov.au](mailto:csorec@eastpilbara.wa.gov.au)**

### **Current Fees & Charges:**

|                                      |          |
|--------------------------------------|----------|
| per child, per session, up to 90 min |          |
| Casual Visit                         | \$5.00   |
| 10 Visit Crèche pass                 | \$45.00  |
| 20 Visit Crèche Pass                 | \$85.00  |
| 50 Visit Crèche Pass                 | \$200.00 |

### **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.

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

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

**3<sup>rd</sup> 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.**