

Crèche and Kidz Club information

Welcome to the crèche at the City's Leisure Centres in Craigie and Duncraig, where the aim is to provide a caring, safe, secure and stimulating environment.

Crèche operating hours

	Craigie	Duncraig
Monday to Friday	8.30am – 12.30pm	8.45am – 12.30pm (school terms only)
Saturday	8.00am – 12.00noon	closed
Sunday	closed	closed

Kidz Club operating hours

Monday to Friday 8.30am – 12.15pm
(School holidays only).

Age

The crèche is available for children from eight weeks up to and including five years. Kidz Club is available for primary school aged children from five to 12 years, attending full time school.

Enrolment procedures

An enrolment form must be completed prior to your child/children's first visit to the crèche. The information on this form gives the crèche important information regarding medical issues, allergies and emergency contact details. Please notify the crèche of any changes to the enrolment form details.

Government regulations state parents must remain at the Leisure Centre while the child is in the crèche. **This is to ensure you are available to attend to your child's needs when required.**

Payment

Fees for crèche and Kidz Club are outlined below:

	Time	Creche
First Child	1.5 hours	\$5.00
Additional child in each family	1.5 hours	\$4.50
Crèche passes x 10	1.5 hours	\$50.00
First child	3 hours	\$8.00
Additional child in each family	3 hours	\$7.00
Crèche passes x 10	3 hours	\$80.00

Maximum duration of visit

Children may only attend up to a maximum of three hours in one care session and up to 12 hours in one week.

Staff qualifications

The City of Joondalup Leisure Centres will provide qualified and experienced staff. All staff have a Working With Children Check and senior staff have current Senior First Aid certificates.

Sign in/out

It is necessary to record your child/children in and out on each visit. Please discuss any specific care requirements with staff upon arrival.

Accidents

All significant accidents will be recorded on an accident form located in the crèche. Parents must sign the form when collecting their child to confirm they have been informed of the accident.

Health protocol

Wherever possible, in the event of an outbreak of any illness or infectious disease, written information will be available for parents.

Please keep your child away from the crèche if they appear unwell or have suffered vomiting, diarrhea, fever, conjunctivitis, flu symptoms or have an undiagnosed rash. Should your child be too unwell to attend school we request your child not attend the crèche for the same reason.

In the event of your child becoming unwell in the crèche you will be notified immediately and asked to take your child home.

Communication

Unless requested you will be contacted:

- when your child is distressed;
- in the case of an injury or illness; or
- should an issue arise with our behaviour management protocol.

Parents are required to return to crèche immediately if requested by crèche staff.

Behaviour management

Every child is given positive guidance directed towards acceptable behaviour. Each child's efforts will be acknowledged and negative behaviours will be redirected to more appropriate behaviour. Please refer to the behaviour management protocol.

Programming

The staff are committed to providing a high quality program in the crèche. The program is implemented in a caring environment which encourages the children's independence and self worth and gives choices.

Evacuation

In an evacuation your child/children will be taken to the assembly area where he/she can be met. Your child/children will not be able to leave the area until a supervising officer of an evacuation gives the all clear. Please do not try to collect your child from the crèche prior to an evacuation.

Food

Due to high incidences of food allergies, food is not permitted within the crèche facility. If your child requires food for medical reasons please consult staff. If your baby requires bottle feeds please consult staff prior to your visit. This will be subject to attendance and staffing requirements.

Sun protocol

All children are given a choice to play inside or outside. Children are encouraged to be sun smart. Please ensure your child has a hat and shoes provided all year and has sunscreen applied before entering the crèche.

Medication

Medication, with the exception of an epi pen for severe anaphylaxis or an asthma puffer for severe asthma, will not be administered at any time.

For children with severe anaphylaxis or asthma, an action plan must be supplied before your child can enter the crèche. This must be completed by your child's doctor and must be supplied with either an epi pen or puffer.

Please note: In the event of a medical emergency crèche staff will contact the parent immediately and start emergency procedures.

What to bring

- Stroller, if your child needs to sleep/rest. Please note a stroller is also required for children under 12 months or until your child is confident in walking.
- Comforters/dummies if required.
- All bottles (water and milk) must be clearly marked with your child's name.
- Change of clothes, clearly marked with your child's name.
- Disposable nappies and wipes.
- Tissues.

Parent participation and concerns

Parents are encouraged to be involved in the crèche by participating in the following options:

- helping collect bits and pieces for art and craft activities.
- discussing any ideas that you have to include in the program that meets your child's interests and needs.

If at any time you require information or would like to discuss concerns please do not hesitate to speak to the staff for assistance.