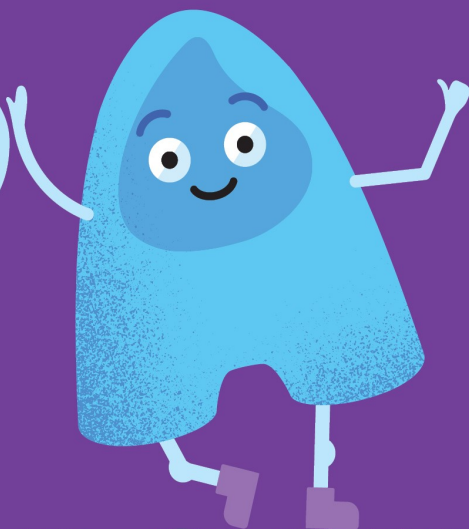


# CRÈCHE

# INFO



# HANDBOOK

*Active*  
ARMADALE

CITY OF  Armadale

## Welcome to our Crèche

Our Crèche Information Handbook is designed to assist in providing a positive Crèche experience for you and your family. We accept infants and children from 8 weeks – 11 years of age. Should you have any questions please contact the Crèche Team Leader.

## Our Philosophy

Our philosophy is to provide a high quality service, which is clean, safe, and stimulating.

We endeavour to:

- Foster the social, emotional, physical and intellectual development of each child based on their age and abilities.
- Support children to develop respect for others, their surroundings and the environment.
- Involve Parents, Guardians and Crèche staff with appropriate and continuing positive interaction and communication.
- Provide ongoing training of Crèche staff.
- Foster the City of Armadale mission and values.

## Our Goals

- To provide children with a healthy, happy, loving, caring and trusting environment, where each child can develop a strong sense of independence and belonging.
- To provide each child the opportunity to develop social and emotional skills, fine motor skills, intellectual/cognitive skills, gross motor and physical skills.
- For children to develop independence and self-discipline.
- For all children to have equal access to the Crèche.

## Licensing

The Armadale Fitness and Aquatic Centre Crèche meets the exclusion criteria in regulation 5(2)(e) of the Education and Care Services National Regulations 2012 and may operate without a provider or service approval.



## **Operating Hours**

### **AFAC**

Monday to Friday 8.30am to noon

Saturday 8am to noon

Sunday 9am to noon

Monday to Thursday evenings 4.30 to 7.30pm

### **Armadale Arena**

Monday to Friday 9 to 11am

Saturday 8.30 to 10.30am

Closed

## **Enrolment Process**

Parents are required to complete the Crèche Enrolment Form before their child enters the Crèche. If any particulars on the form change (names, address or phone numbers) Crèche staff must be advised immediately and the enrolment details amended.

Please note that Crèche staff are not able to accept a child unless they have a copy of the completed Enrolment Form, which is to be submitted by a parent or guardian.

## **Crèche Booking and Payment Method**

Parents can book and pay online via the Active Armadale website. Please complete the online enrolment form before the child's first visit and submit all relevant information. A cost \$4.00 per child for a maximum of two and a half hours is applicable. Rescheduling crèche bookings can be processed via the Crèche Team or Customer Service Officer. Cancellations will be accepted up to 2 hours prior to the booking, however no refunds or credits will be provided.

## **Responsibility of Parent/Guardians**

To enable the City of Armadale to provide the best possible Crèche service and to meet the requirements associated with unlicensed Crèche regulations, the Crèche relies on the cooperation of parents and guardians to complete several tasks.

Parents and guardians are required to:

1. Fill in the Enrolment Form and make sure details are kept updated.
2. Sign your child in and out of the Crèche each day.
3. Bring all required items that your child needs.
4. Clearly mark all of your child's belongings with their name.
5. Inform Crèche staff if your child has any allergies, medical conditions or additional needs.
6. Inform Crèche staff if your child requires food/bottle/sleep at a particular time.
7. Remain within the building at all times and be able to attend to your child's needs if required.

## What To Bring and Not To Bring

To ensure your child has a comfortable and enjoyable time in the Crèche please bring the following items:

- Drink / water bottle
- Piece of fruit or healthy snack to share at morning and afternoon tea
- Nappies and wipes
- Dummies, bottles and a change of clothes
- Pram (for children under 2)
- Lunch box (individual food items)
- Hat and applied sunscreen for outdoor play

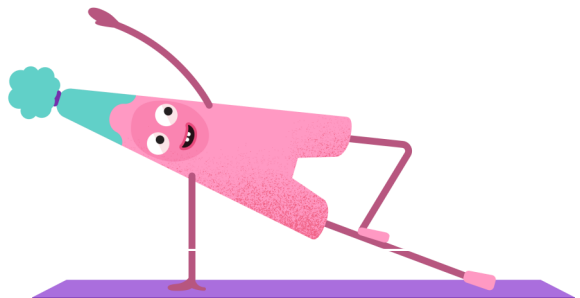
The following items are prohibited from entering the Crèche:

- Nuts or food products containing nuts
- Lollies and chocolates
- Fizzy drinks
- Toys from home

All lost property will be dated and stored at the crèche reception for three weeks before being donated to a local organisation.

## Arrival & Departure Procedure

- Daily Sign In - Parents and guardians must sign their child in and out of the Crèche each day with their full name.
- Child Collection - The person collecting your child must be authorised on the Enrolment Form and Sign In/Sign Out sheet. In the event of someone else coming to collect your child, the parent or guardian must have notified staff prior to the pickup and completed the necessary paperwork.
- Emergencies - If there is an emergency and the parent or guardian cannot be contacted, the nominated emergency contact will be notified to collect your child. Any contact detail changes must be advised to the Crèche in writing by the custodial parent.
- Exemptions - If there is an order from a court, magistrate or police officer that exempts a specific individual from having access and/or communication with your child, a copy of the order must be provided.



## Immunisation/Illness

The Crèche is unable to care for sick children or children with a contagious illness or communicable disease. A child cannot be accepted into Crèche care with signs of a communicable disease or any condition that may compromise the health of others. If your child is ill they will be unable to attend the Crèche. If symptoms become apparent while at the Crèche, the parent or guardian will be notified to collect their child.

To prevent cross infection, a child suffering from any of the following cannot be admitted to the Crèche

- Temperature above 38 degrees
- Diarrhoea (runny, watery or bloody stools)
- Vomiting more than once in the previous 24 hours
- Body rash, skin lesions or herpes simplex (cold sores)
- Sore throat with fever and swollen glands
- Nose, eye or ear discharge (thick mucus)
- Head lice or nits (eggs)
- Severe coughing with obvious discomfort
- Yellow skin or eyes
- Infectious Diseases



After having an infectious disease, a medical certificate may be required before a child can return to the Crèche. The decision to exclude or re-admit a child who has been ill is at the discretion of Crèche staff. In the event of an infectious outbreak, parents and guardians will be advised by a notice clearly displayed on the door.

**PLEASE NOTE:** Under Health Department guidelines a child who is not immunised against measles (MMR vaccination at 12 months) and chickenpox must be excluded from a child care setting for two weeks once any case of measles is diagnosed.

## Settling Your Child In

Crèche staff will make the settling in experience as positive as possible for your child. To assist with the transition involved, Crèche staff will provide a safe, secure, clean and welcoming environment as we are aware that it can be a daunting experience for both the child and parent.

Where possible, we advise introducing your child to the Crèche gradually. Short visits will help them to become familiar with the Crèche staff and environment. When your child first starts at the Crèche, staff will speak to you about specific routines and strategies for your child. Parents are encouraged to discuss any areas of concern with the Crèche staff. All discussions are confidential.

## Guiding Children's Behaviour

Disciplining children in the Crèche is achieved by positively reinforcing desirable behaviour and redirecting inappropriate actions. Crèche staff model desirable behaviour and praise children who are exhibiting good behaviour. If your child does not respond to redirection of behaviour, staff will gently take your child aside to settle them, and depending on their age, prompt them to use the time to reflect. Parents and guardians will be notified of inappropriate behaviour.

If your child's negative behaviour continues, and cannot be modified within a reasonable amount of time and staff have justifiable concerns for your child, the Crèche Team Leader will discuss the actions to be taken with the Parent /Guardian.



## **Nut Free Policy**

To protect the children who may have allergies to nut products and to prevent allergic reactions the Crèche has a Nut Free Policy. Accordingly, the following foods are not permitted in the Crèche :

- Peanut butter
- Nutella
- Nut food bars
- Other products which have nuts listed as an ingredient or may contain nuts.

If a child brings a product containing nuts into the Crèche they will not be allowed to eat it until they have left the Crèche.

Parents and guardians of children who have any known allergies should inform Crèche staff at the time of enrolment and each time they book in.

The severity of your child's allergy, the symptoms and the emergency procedures to be followed in case of an allergic reaction will be discussed with Crèche staff.

*PLEASE NOTE:* Epipens are the only medication that will be administered by staff in an emergency. Please ensure you inform staff where to locate your child's EpiPen each time you visit the Crèche.

In the case of an allergic reaction, staff will start emergency procedures and get in touch with you.

## **Visitor Access**

Visitors are not allowed to access the Crèche unless they have permission from the parents and/or Crèche staff. If not authorised on the Enrolment Form other family members and friends may only visit the Crèche if the child's parent or guardian is also present.

## **Feedback and Enquiries**

The City of Armadale welcomes feedback. Any complaints raised are taken seriously and will be followed up with the Crèche Team Leader. If parents or guardians have a concern relating to the Crèche, in the first instance this should be discussed with a Crèche staff member or the Crèche Team Leader.

Feedback and enquiries regarding the Crèche can be made by phone or email to the Crèche Team Leader.



ARMADALE FITNESS AND AQUATIC CENTRE

76 Champion Drive, Seville Grove

[08] 9394 5850 | [creche@armadale.wa.gov.au](mailto:creche@armadale.wa.gov.au)

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