

ARMADALE FITNESS AND AQUATIC CENTRE

CRÈCHE HANDBOOK



Active
ARMADALE
FITNESS AND
AQUATIC CENTRE



WELCOME

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.

MISSION

To provide a high quality, clean, safe, exciting and stimulating care service, which aids children's development.

- Provide children with a variety of fun educational activities and a safe environment to play
- To encourage social, physical and age-appropriate development
- To promote mutual respect and respect for your surroundings
- To provide staff with ongoing development and training
- To provide children of all backgrounds and abilities the chance to engage and develop.

Through our mission we aim to provide children with the opportunity to develop:

- Socially
- Emotionally
- Physically
- Intellectually, and
- Independently





ACCESS TO THE CRÈCHE

All parents and guardians using the AFAC facility with children 8 weeks to 11 years of age are encouraged to utilise the Crèche facility.

CRÈCHE OPERATING HOURS

Day	Morning	Evening
Monday - Thursday	8.30am - 12noon	4.30 - 7.30pm
Friday	8.30am - 12noon	
Saturday	8.00am - 12noon	
Sunday	8.30am - 12noon	
Closed on Public Holidays		

CRÈCHE BOOKING AND PAYMENT METHOD

- Crèche bookings are up to 2.5 hours.
- Parents can book and pay online via the Active Armadale Website
- Fees and charges are approved by Council and displayed via the Active Armadale Website
- Rescheduling Crèche bookings can be processed via the Crèche Team or Customer Service Officers up to 3 hours before the booking start time.
- Bookings cannot be cancelled or refunded.
- Bookings can be made a week in advance.

ENROLMENT FORMS/IMMUNISATION RECORDS

Parents must fill out the online Crèche Enrolment Form before their child enters care. The enrolment form and medical information must be completed in full. If any particulars on the enrolment form change, such as address or phone numbers, Crèche staff must be advised immediately. Alternatively hard copies can be sourced in Centre. Parent must also submit a copy of their child's/children's immunisation records on enrolment plus any medical or court order documentation.

**BOOK
NOW:**



RESPONSIBILITY OF PARENT/GUARDIANS

To enable Armadale Fitness and Aquatic Centre to provide the best possible service to parents and guardians using the Crèche and to meet the requirements associated with unlicensed Crèche regulations. We rely on the cooperation of parents and guardians to complete several tasks.

PARENTS/GUARDIANS MUST ALWAYS REMAIN WITHIN THE BUILDING AND BE ABLE TO ATTEND TO THEIR CHILD'S NEEDS IF REQUIRED.

Parents/Guardians are also required to:

- Immediately return to the Crèche if requested by staff.
- Complete a Crèche Enrolment Form.
- Forward copy of child's immunisation records to afaccreche@armadale.wa.gov.au
- Inform Crèche staff if the children have any allergies/medical conditions or additional needs.
- Inform Crèche staff if their children requires food/bottle/sleep or nappy/toileting requirements during their visit.
- Your children's details have changed or are incorrect.
- If the child has or has had an illness - Medical clearance required for all communicable diseases
- Ensure all babies arrive in a clean and dry nappy.
 - Parents are encouraged not to enter onto the creche floor. Alternatively wait for assistance and communicate child's requirements to staff member at gate. At no point are children to be left at the creche reception area unattended.





ARRIVAL & DEPARTURE PROCEDURE

Under the Crèche Regulation WA 2006 and City of Armadale guidelines, parents/guardians over the age of 18 years must sign their child in and out of the Crèche each day with their full name.

It is a requirement that any Persons collecting their children must be authorised on the enrolment form. In the event of someone else coming to collect the child, the parent or guardian must have notified staff prior and update attendance sheet on arrival.

In the case of an emergency where the parent or guardian cannot be contacted, the names and contact numbers on the enrolment form may be used and that person may collect the child. Any changes must be advised in writing to the Crèche by the custodial parent.

If there is an order by court, magistrate or an officer of the Police Force that exempts a particular individual having access and/or communication with the child a copy of the order must be provided to the Team Leader on enrolment.



SETTLING CHILDREN IN

Every attempt will be made by Crèche staff to make the settling in experience as positive as possible.

Whenever possible a new child should be introduced to the Crèche gradually. Short visits or stays before the children is due to stay longer in the Crèche will help them to become familiar with the crèche staff and the crèche environment.

When a child first starts Crèche staff are encouraged to speak to the parents about the following.

- Specific routines, for example, if the children is toilet training and needs to be taken at certain time intervals.
- Strategies for settling the child down, especially for babies.
- Crèche staff will encourage parents/guardians to say goodbye to their children calmly and confidently.
- Parents are encouraged to remind their children where they are going and when they will return.

Crèche staff are aware that it can be a very hard experience for parents to be separated from their child, therefore, every effort will be made to help parents and children during this period. Parents are encouraged to discuss any areas of concern with the Crèche team and be confident that all discussions will be kept confidential.

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 to share at morning tea - 10.00am to 10.30am
- ✓ Lunch box (individual food items) - 11.00am to 11.30am
- ✓ Nappies and wipes
- ✓ Dummies, bottles and a change of clothes
- ✓ Pram (for children under 2)



THE FOLLOWING ITEMS ARE PROHIBITED FROM ENTERING THE CRÈCHE:

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



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

NUT FREE POLICY

To protect the children in our care who may have allergies to peanuts and similar nut products, we have put into place a Nut Free Policy. Products such as peanut butter, Nutella, nut food bars and any other products which have nuts listed as an ingredient are not permitted in the Crèche. This is to prevent allergies arising and to protect everyone who enters the Crèche environment who may have an allergy to nuts.

If a child brings a product containing nuts into the Crèche, they may not be allowed to eat it until they have left the Crèche. Parents of children who have a known allergy to nuts should inform crèche staff at time of enrolment and each time they book in. The severity of the child's allergy, the symptoms and the emergency procedures are to be discussed in detail with staff prior to admission.

Please note, EpiPens and Asthma sprays are the only medications that will be administered by staff in an emergency. Please inform Crèche staff where to locate your child's medication each time you visit the crèche. In the case of an allergic reaction, Crèche staff will alert the parent and start emergency procedures.



ILLNESS/IMMUNISATION

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.





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.





Contact Us

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