

# Recreation Facilities

# Crèche Information Booklet



# Welcome to our Crèche

We hope this information assists in providing a positive Crèche experience for you and your child. Please read this booklet entirely, and if you have any questions please do not hesitate to contact the Crèche Supervisor or Recreation Facilities Team Leader.



## Our Philosophy

Our philosophy is to provide a high quality service which is clean, safe, stimulating and develops the whole child to

- 😊 foster the social, emotional, physical and intellectual development of each child.
- 😊 support children to develop respect for others, equipment and their environment.
- 😊 involve parents, guardians and Crèche staff with appropriate and continuing interaction.
- 😊 provide ongoing training of Crèche staff.
- 😊 foster the City of Kalamunda mission and values.



# Our Aims and 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 in the following areas:
  - ✓ Social and emotional skills
  - ✓ Intellectual/cognitive skills
  - ✓ Physical skills
  - ✓ Fine motor skills
  - ✓ Gross motor skills
- 😊 For children to develop independence and self-discipline.
- 😊 For all children to have equal access to the Crèche.

# Licensing

The creche service at the City of Kalamunda recreation centres is an unlicensed venue with the Department of Community Services and operates under the *Children Services Crèche Regulation WA 2006* and does not require a provider and service approval.

# Age Limits

## Regular Crèche:

8 weeks – Kindergarten (5 years) or until they attend full-time school.

## Older Age Crèche:

Full-time Pre-Primary School – Year 6.



# Responsibility of Parent/Guardians

To enable the City of Kalamunda 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:

- 😊 Fill in the Enrolment Form and make sure details are kept updated.
- 😊 Sign your child in and out of the Crèche each day.
- 😊 Bring all required items your child needs (see next page).
- 😊 Clearly mark all your child's belongings with their name.
- 😊 Inform Crèche staff if your child has any allergies or medical conditions, and label your child with the specific allergy:
  - ✓ Red Labels are for children with allergies
  - ✓ Blue Labels are for children with asthma
  - ✓ White Labels are for all other children
- 😊 Ensure your child arrives at the creche with a clean nappy. Parents will be asked to change the child's nappy before leaving the creche if necessary.
  - ✓ If your child needs to have a nappy change while in the creche you may be called upon to assist the creche staff.
- 😊 Inform Crèche staff if your child requires food/bottle/sleep at a particular time.
- 😊 Remain within the building at all times and be able to attend to your child's needs if required.
- 😊 Immediately return to the Crèche if requested by staff.



# 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:** Creche staff are not able to accept a child unless they have a copy of your child's immunisation record and the completed Enrolment Form signed by a parent or guardian.



## Items to Bring Each Time

To ensure your child has a comfortable and enjoyable time in the Crèche please make sure you always bring the following with you -

### WHAT TO BRING:

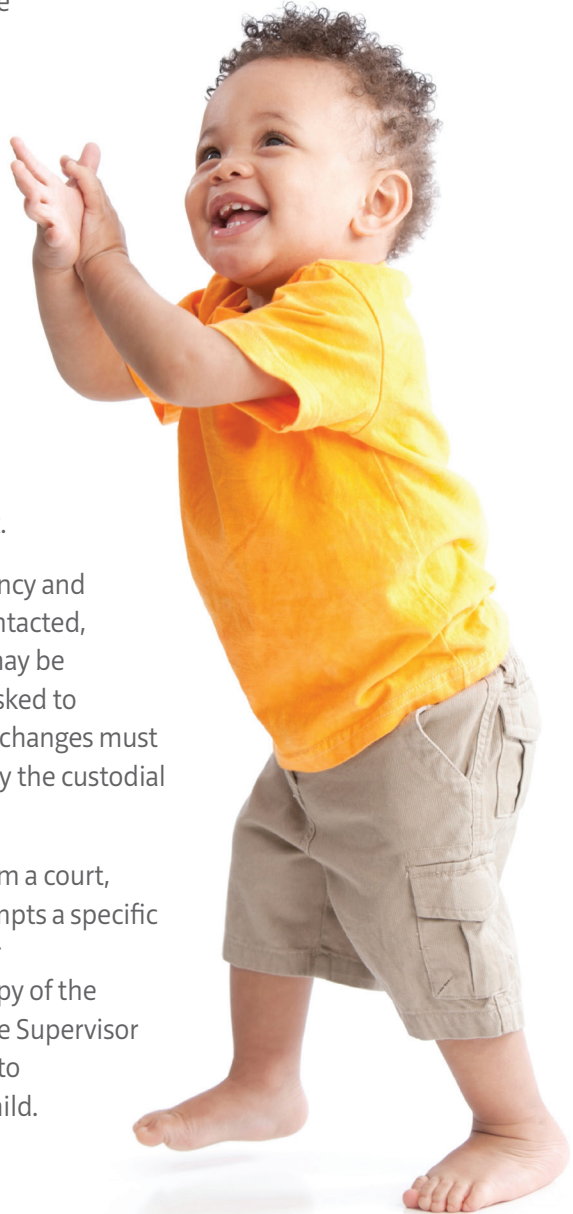
- ✓ Drink/water bottle
- ✓ Small amount of fruit or biscuit snack
- ✓ Nappies and wipes
- ✓ Dummies, bottles and a change of clothes
- ✓ Pram (children under 2)

### PLEASE DO NOT BRING:

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

# Arrival & Departure Procedures

- 😊 **Daily Sign In** – Parents and guardians must sign their child in and out of the Crèche each day with their full name (requirement of the Children Services Crèche Regulation WA 2006 and City policies)
- 😊 **Child Collection** – Persons 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 people on the enrolment form may be contacted and that person may be asked 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 to the Crèche Supervisor or Recreation Facilities Team Leader to ensure the safety and care of your child.







## 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 provide a safe, secure and clean environment that welcomes your child and your family.

Crèche staff are aware that it can be a daunting experience being separated from your child, and every effort is made to help both parents and children during this period.

Wherever possible, your child should be introduced to the Crèche gradually. Short visits to the Crèche will help them to become familiar with the Crèche staff and environment. When your child first starts at the Crèche, and especially for babies, 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 done by positively reinforcing desirable behaviour and redirecting inappropriate actions. Crèche staff both 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 to the side of the group to settle them, and depending on their age, prompt them to use the time to reflect.

Parents and guardians will be notified of the inappropriate behaviour whilst in the Crèche.

If your child's negative behaviour continues, cannot be modified within a reasonable time and staff have justifiable concerns for your child, the Crèche Supervisor will discuss the action to be taken with the Recreation Facilities Team Leader.

## Immunisation

It is a requirement that your child is immunised before attending the crèche.

A photocopy of your child's current immunisation card is to be attached to the Crèche Enrolment forms.

Following each immunisation, it is the responsibility of the parent/guardian to bring a copy of the updated immunisation card to the crèche.

## 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 38.0 C
- ☹️ 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

The *Crèche Regulation WA 2006* and City of Kalamunda policies do not permit children with an infectious disease to attend the Crèche.

A child with an infectious disease/condition jeopardises the health of other children, Crèche staff and other families.

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 the responsibility of Crèche staff.

If you have concerns please contact the Crèche Supervisor.



Parents and guardians are advised that in the event of an infection outbreak all non-immunised children will be excluded from care. If there has been a confirmed case of such disease, a notice will be clearly displayed on the door, stating the name of the outbreak.

**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.

## Nut and Seafood Free Policy

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

- 😊 Peanut butter, Nutella, nut food bars and any other products which have nuts listed as an ingredient or may contain nuts.
- 😊 Any seafood such as salmon, tuna and any other products which have seafood listed as an ingredient.

If a child brings a product containing nuts or seafood into the Crèche they may 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.

## Emergency Evacuation

In the event of an emergency, crèche staff will remove all children from the crèche following our evacuation procedure to the safety check point.

In the event of an emergency evacuation, please do not go to the crèche to collect your child. Crèche staff are trained in emergency evacuation and you will be able to meet your child at the designated muster point at Hartfield Park Recreation Centre.

## Information Privacy

All information collected by the City of Kalamunda is kept in accordance with the Information Privacy Act 2000 and the Health Records Act 2001.

All information collected is stored securely, remains confidential and is only accessed by appropriate Crèche staff members.

## 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.

On rare occasions the Crèche may offer placements to high school students or students training in Early Childhood or Child Care who wish to gain work experience as part of their studies. These placements will only take place if the school, TAFE or university has initiated the placement. If a student is present in the Crèche, a notice introducing them will be clearly placed.

# Feedback and Enquiries

The City of Kalamunda welcomes feedback and enquiries from families on any aspect of the Crèche. Any complaints raised are taken seriously and will be followed up with the Recreation Facilities 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 Supervisor.

Feedback and enquiries regarding the Crèche can be made by phone, email to the Crèche Supervisor or Recreation Facilities Team Leader or online via [kalamunda.wa.gov.au/About-Us/Have-Your-Say/Feedback](http://kalamunda.wa.gov.au/About-Us/Have-Your-Say/Feedback)

## Hartfield Park Recreation Centre

199 Hale Road, Forrestfield (08) 9359 1700



City of Kalamunda Recreation Facilities  
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City of Kalamunda Recreation

