

**Thank you for enrolling your child/ren at the Aqualink Crèche.
Please read the following information carefully.**

Children from the age of six weeks to 12 years of age can spend time in the Aqualink crèche.

Aqualink crèche is open Monday to Friday:

SESSION 1: 9am – 10:25am	SESSION 2: 10:30am – 11:55am	SESSION 3: 12pm – 1pm
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Parents can book crèche and/or occasional care for a maximum of 15 hours per week per child.

Crèche is a service for the users of Aqualink to enable time out for health and fitness needs. Parent/guardians must remain in the centre for the duration of the crèche session and be using an Aqualink service or program.

Occasional care is a service for parents wishing to pursue outside activities whilst your child/ren is in our care.

Aqualink crèche is registered by the Department of Education and Training.

BOOKINGS AND CANCELLATIONS

An enrolment form must be fully completed and submitted to the crèche for approval prior to the commencement of care.

- Members can book up to seven days in advance
- Non-members can ring the centre after 6pm on the evening prior to their preferred session
- If you cancel after 8am or fail to notify the crèche you will be charged a cancellation fee. If you wish to rebook for this session the following week, you will need to call the centre at the completion of the session.
- If you are on the waiting list, you need to call the centre at the end of the session each week to either gain a spot or continue on the waiting list. You will not be automatically transferred.

WHAT TO BRING

- Clothes that are appropriate for the weather conditions (e.g. covering shoulders and back – no singlets or shoe string straps to be sun smart)
- Please dress your child/ren in clothes that are suitable for all crèche activities, including 'messy play'
- A hat that protects the child's face, ears and neck, sunscreen (already applied) or a coat for outdoor play, depending on the season
- Wear appropriate footwear (no thongs, Crocs or slides)
- A bib for feeding
- A change of clothes
- Spare nappies and wipes or suitable underwear/pull ups for toilet trainers
- A pram or stroller for infants/younger children
- A healthy snack for morning tea and drink bottle. Please ensure all containers are labelled. Please be aware that peanut butter, or any product which contains nuts and raw eggs are not permitted in the crèche.

ARRIVAL AND COLLECTION OF CHILDREN

- All parents must pre pay at reception before entering the crèche and provide the crèche educators with the receipt for each session
- It is essential to adhere to your booked session times to enable the crèche to operate smoothly during transitional times
- On arrival, parents are asked to sign in all children on the attendance record and sign out all children on departure from the crèche
- Children will not be allowed to leave the crèche with persons other than those authorised on the enrolment form
- Drop off and pick up times are to be recorded for each visit
- All children must have their full name recorded individually on the attendance record (no 'dittos')
- When entering or leaving the crèche, please ensure you open and close one door at a time and take care as there are children in the area.

BEHAVIOUR MANAGEMENT

Where necessary, crèche educators will guide and redirect a child to another activity if their behaviour is seen to be causing harm or stress to the safety and wellbeing of other children or themselves.

Crèche educators will use verbal communication with the child and the parent/guardian will be informed about strategies for managing challenging behaviour implemented by crèche educators.

FEE STRUCTURE

		MEMBER	NON-MEMBER	FAMILY (3+)	10 PASS (MEM ONLY)
CRECHE	SESSION 1 OR 2	\$6.40	\$9.20	\$12.80	\$57.60
	SESSION 3	\$5.40	\$8.10	\$10.80	\$48.60
OCCASIONAL CARE	SESSION 1 OR 2	\$10.60	\$10.60	\$21.20	\$95.40
	SESSION 3	\$9.50	\$9.50	\$19.00	\$85.50
CANCELLATION FEE (PER SESSION)		\$4.00			

NB: Childcare Benefit (CCB) is not applicable to Aqualink crèche and occasional care services.

EVACUATION INFORMATION

In the event of an incident or emergency, your child may need to be evacuated from the crèche. If the entire centre needs to be evacuated you will hear an announcement over the PA system that will ask you to follow the instructions of your Area Warden. You are not to go to the crèche to get your child at this time.

The crèche conducts regular practice evacuation drills throughout the year to enable crèche educators and children to be familiar with this process.

In the event of an emergency, all children will be evacuated to one of the designated evacuation areas and can be collected from this point. Parents must sign their child/ren out from the attendance record at this point.

ASTHMA

If your child has asthma, you need to inform crèche educators and record details on the enrolment form. You will need to provide an action plan (completed by GP) with your child's photo attached and ensure you bring your child's medication when attending.

ANAPHYLAXIS/ALLERGY PLAN

If your child is at risk of anaphylaxis or allergies you will need to inform crèche educators and record details on your enrolment form. Please provide crèche educators with an anaphylaxis action plan with your child's photo signed by a GP (please see the crèche educators to discuss a risk minimisation plan). It will be your responsibility to drop off and pick up your EpiPen each time you attend crèche, as well as sign in and sign out your EpiPen/medication on the attendance record each time you use the crèche.

CHILD CARE HEALTH

The health and safety of children using the crèche is of primary concern to all educators and parents.

The centre will not permit entry of a child into the crèche if he/she has any of the following conditions:

- A fever of more than 38 degrees
- Been prescribed antibiotics for an acute illness on the day of the session. Your child should be kept at home for at least 24 hours
- Diarrhoea or gastro enteritis
- Vomiting: Your child should be kept home for at least 24 hours once symptoms cease
- Contagious conjunctivitis: Redness of the eyes, yellow discharge and watering
- Hand, foot and mouth disease: a highly contagious infection usually characterised by small lesions on the side of the tongue, around the mouth and neck region.

Children who are ill or who have a contagious condition are not permitted to attend the crèche. The period of exclusion will vary for each condition and will be at the discretion of the crèche educators, providing a doctor's certificate is not withstanding.

When a child becomes ill after arriving, parents will be notified immediately, and arrangements made for the child to be picked up from the crèche as soon as possible. Every effort is made to make the sick or infectious child comfortable, and the child remains in close observation at all times, until he/she is picked up from the crèche.

If your child does have an infectious disease, parents are asked to notify the crèche educators, so other crèche users can be informed about the illness. Children will be excluded if they are suffering from a contagious disease/condition as listed in the Infectious Disease Exclusion Table (as per the notice board in the crèche and Aqualink website www.aqualink.com.au).

IMMUNISATION

Under the 'No Jab, No Play' legislation which became effective 1 January 2016, all child/ren enrolling into an Early Childhood Service will have to obtain evidence that all child/ren are either fully up to date with immunisation, on a vaccination catch up program, or are unable to be fully immunised for medical reasons.

Parents must bring a copy of a child's immunisation prior to enrolment. This needs to be an Immunisation History Statement (not records from your child's Health Record book).

If you do not have a copy of your child/ren's Immunisation History Statement, they can be requested at any time by contacting:

- Medicare Ph: 1800 653 809 or Email: acir@medicareaustralia.gov.au
- Visit the Medicare website or MyGov website to print a copy of the Immunisation History Statement
- Visit your local Medicare office.

NB: Please note: Information on No Jab, No Play legislation can be found at www.betterhealth.vic.gov.au/no-jab-no-play