

WHAT TO BRING

- Disposable nappies, wipes and creams etc. Change of clothes as required.
- Nutritious snack for our share plate and a drink bottle (we do also have cups).
- Prams/strollers are great for small children if they need a sleep or just to sit in for some comfort.
- Hats and sunscreen are a must for outdoor play.
- We are unable to give medication. However, please make sure any special requirements are mentioned to the staff on duty.
- Please ensure your child's name is on all belongings, including clothing.

Please feel free to discuss any concerns regarding your children with staff. First time parents or users of the facility are more than welcome to view the Crèche and meet our carers at any time, when the Crèche is open.

Child Protection

What is child protection?

Child protection refers to keeping children safe from maltreatment; the term maltreatment refers to terms to describe physical, sexual, emotional abuse or neglect of children.

Protecting children from maltreatment is everyone's responsibility.

The YMCA believes it has a responsibility to all children and young person's attending the centre to defend their right to care and protection. The YMCA has a responsibility to ensure that any incidents of suspected child abuse are reported following our Safeguarding Children and Young People Policy.

For further information of the YMCA's policy on Safeguarding Children and Young Persons please refer to our policy and procedure manual.



CRECHE INFORMATION BROCHURE

Serpentine Jarrahdale Community Recreation Centre
Mead Street, BYFORD WA 6122 Telephone: 95506777
E.: sjrcr@ymca.org.au www.sjrcr.ymca.org.au



Shire of
Serpentine
Jarrahdale



WELCOME TO OUR CRECHE!

Our aim is to provide the children in our care, with a safe, caring, hygienic and stimulating environment, which offers a rich learning environment, whilst you are busy utilizing our wonderful facilities.

CRECHE HOURS

9.00am to 12.00pm - Monday — Friday

7.45am to 10.15am - Saturday

The Crèche will be closed on Sunday & Public Holidays

FEES

\$ 3.00	Members Only Crèche Pass
\$ 4.80	Non Members Crèche Pass
\$27.00	Members Only 10 Visit Crèche Pass
\$43.00	Non Member 10 Visit Crèche Pass

Please be aware that the
MULTI PASSES
have a 3 month validity and are non
transferable.

AGE

Children from the ages of 8 weeks up to 12 years are welcome in our Crèche.

Please Note:

As of August 2006 the Government has placed strict rules defining crèches that are not licensed. They are as follows: Children's care sessions are not permitted to exceed 3 hours at a time, or 12 hours in any week.

FIRST VISIT

First time visitors to the Crèche are required to fill in a "Childs Information Sheet". These forms are available from Crèche Staff and assist us to care for your children.

ARRIVAL & PICK UP

Parents must remain on the grounds of the Centre whilst their children are in the Crèche. Payments are to be made at Reception where a crèche pass or multi pass will be given to you to present to the Crèche staff.

SIGNING IN & OUT

Children must be signed **IN** on the "Sign in Sheet" and signed **OUT** on departure. A crèche pass or a multi pass should be either handed in at drop off or at pick up times.

ILLNESS

Sick children are not permitted into the Crèche. It is the Team Leaders responsibility to ensure the facilities provided to all patrons are of a safe and hygienic standard. Therefore, entry to the Crèche is at the Team Leaders approval.

ACCIDENT

Should an accident occur whilst your child is in the Crèche, staff will complete an incident/accident report. Parents must countersign the report to confirm they have been notified and they are satisfied with the outcome.

EMERGENCY EVACUATIONS

In the event of an emergency, please evacuate with the rest of the Centre (e.g. Gym, Group Fitness) as directed by Centre staff. Crèche staff will remove children from the danger area. Once all children are accounted for and in the evacuation point, parents may then collect them. In case of an emergency evacuation, **PLEASE DO NOT PROCEED TO THE CRECHE TO COLLECT YOUR CHILD**. Once a head count has taken place and all children are accounted for, you may take your child. All children **MUST BE SIGNED OUT BEFORE LEAVING THE CENTRE**.

UNLESS REQUESTED

You will only be contacted in the Centre when....

- Your child is distressed or after following a 20 minute crying policy.
- In case of injury or illness
- We advise parents not to re-enter the crèche facility after leaving your child, as this can be upsetting.

NUTRITION

We do a share plate for morning tea, all you need to do is bring in some healthy food options. We discourage junk foods such as chips, lollies and soft drinks. Simple non-messy foods such as fruit, sandwiches, biscuits etc. are preferred.

Please note: Due to the allergic reaction of some children to Peanuts, we would ask that no peanut butter or nuts be brought into the crèche

GENERAL INFORMATION

Parents are advised to leave toys at home; however toys of comfort are acceptable.

Parents must ensure that their child arrives with a dry nappy.

Should your child be in the process of toilet training, please inform staff of the toileting procedures you have adopted at home and provide changes of clothing (including socks).

FEEDBACK

By receiving your feedback, we can be sure that we are meeting your needs. So please let us know what you think of our facility and the services provided by utilizing our Suggestion Box located on the front desk in the Crèche room. You are also welcome to discuss any concerns you may have with our Crèche Team Leaders.