

Kalamunda Community Learning Centre

Parents' Handbook

*All you need to know
about the "crèche"*



Welcome to the “crèche”

A special welcome to both new and existing members of Kalamunda Community Learning Centre. The information in this booklet is provided to make the “crèche” a happy place for both you and your child, so please take the time to read it thoroughly and retain for future reference.

Jorgensen Park Pavilion, which was previously home to the Kalamunda Community Learning Centre and old crèche facility, is to be demolished and replaced by a new building during 2020. The old crèche will be no more.

As a temporary measure, from the beginning of 2020, the Learning Centre will be hiring rooms and playgrounds on the premises of Kalamunda Church of Christ and Kalamunda Uniting Church. These well-equipped and welcoming facilities (already used for crèche and playgroup purposes) will enable the Learning Centre to continue to support its members by providing quality childcare during this period of disruption. Please be patient as both the leaders and children settle into their new surroundings.

This is your facility and we want to make it the best it can be for you and your child. If you have any suggestions, or ideas for new equipment, toys and activities, we are happy to listen and implement where practical. If you have any concerns about the “crèche”, please let us know so that any problems or difficulties may be addressed.

The Learning Centre’s qualified childcare leaders, as well as parent helpers, care for the children in the “crèche”. Please find below the mobile telephone numbers of the leaders. Please contact them directly if you are not able to bring your child to their session, you are unable to make your rostered day or would like to attend on an additional day. This will allow the leaders to adjust staff numbers as needed.

If you are doing a course on a casual basis, you will need to let Debra or Nina know that you would like to utilise the “crèche” facilities at least 24 hours prior to your class.

Please text only as the leaders are not always able to answer calls.

Debra – 0409 636 565

Nina – 0488 930 000



About the “crèche”

Children aged 8 weeks to 6 years are welcome in the “crèche”. Please note that children and babies must not be present in any Learning Centre class with parents/carers under any circumstances.

Whilst the Learning Centre is being run from temporary facilities, an exemption has been provided to allow parents and carers to attend offsite classes whilst leaving their child in the “crèche”. Use of the “crèche” is conditional upon parents/carers concurrently being enrolled in a course at the Learning Centre and being physically present in their scheduled class.

Parents enrolled in Mums and Dads’ Free Time are to remain at the same site as the “crèche” (in a separate room) for the duration of the session. Parents/carers enrolled in offsite classes will be registered on the class role by the class secretary to ensure they are present at class while their child is in the “crèche”.

Two qualified paid leaders, Debra and Nina, run the “crèche”. Both have a first aid certificate, anaphylaxis and asthma training.

The “crèche” operates on a ratio of one staff member per four children regardless of age. Two staff are present for five or more children and the use of extra volunteers is weighted towards the busier days.

From the beginning of 2020, the “crèche” will be operating from two locations; Kalamunda Church of Christ, Milet Road, Lesmurdie and Kalamunda Uniting Church, Heath Road, Kalamunda. These venues have been booked as below based on previous patterns of usage. Please contact the Learning Centre if you have queries about other times.

	Morning	Afternoon
Monday	Kalamunda Church of Christ, Lesmurdie	
Tuesday	Kalamunda Uniting Church	
Wednesday	Kalamunda Church of Christ, Lesmurdie	
Thursday		
Friday	Kalamunda Church of Christ, Lesmurdie	

Please see Page 5 for drop off and pick up times.

At the “crèche”, children can interact with other children and develop social skills through play. The emphasis is on free play within safe boundaries.

What to bring to “crèche”

Please supply a well-labelled bag to leave at each session containing a change of clothes, hat for outdoor play and water bottle (all clearly labelled with your child’s name) as well as anything else your child may need for the session as detailed below.

Halfway through each “crèche” session, the children all sit down together to have fruit. Please bring a piece of fruit or vegetable per child to share.

Babies will be bottle or spoon fed with any food or drink you supply. You are welcome to breastfeed in the “crèche”.

Please bring along any items that will help settle your child if they get upset (comfort blankets, dummies etc.).

The leaders will change nappies if required, so please supply sufficient nappies.

As your child is only using the “crèche” for a very small period of time, a nap or rest time may not be possible. There is a stroller if your child requires some rest time or you may leave your own if preferred, particularly if it may be a comfort to them.

If your child has any allergies or needs any medications, please let the leaders know and detail them on the “crèche” enrolment form. Medication will only be given on written authority from the parent/carer. Parents/carers may return to “crèche” to administer medication if they so desire.

The children often play with play dough, paints, craft materials and play outside and sometimes they may get messy, so please dress your child accordingly.

As seasonally appropriate, please ensure your child is wearing sunscreen before dropping them off. The “crèche” has a supply of sunscreen that you are welcome to use.

You may be asked to donate supplies for use in the “crèche”. This will be indicated in the “crèche” newsletters when required.



Delivering and collecting children

In return for the quality care your child is receiving, we ask for your cooperation in arriving on time and collecting your child on time after class.

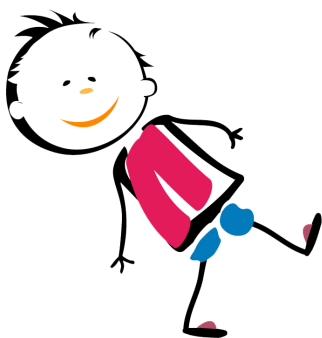
Learning Centre morning class times run from 9.45am to 11.45am. To ensure that parents and carers can reach their offsite classes in time, children can be dropped off at “crèche” from 9.15am. Pick-up from “crèche” is required by 12.15pm. Please refer to page 3 for “crèche” location details. During 2020, the “crèche” will be open Monday, Tuesday, Wednesday and Friday mornings during term time. If you require “crèche” facilities outside these open sessions, please contact the Learning Centre to discuss your requirements further.

Upon arrival, you will be required to sign your child into “crèche” on the attendance sheet as well as sign your child out when you collect your child. Children will only be released to the parent or carer that has signed their child into the “crèche”.

If necessary, you or your emergency contact will be called back to “crèche” if your child is overly upset, your child is sick, or if there is an emergency.

Please ensure that you have your mobile phone nearby so you can be contacted in case of emergency. If “crèche” staff are unable to get hold of you, they will endeavour to contact your class secretary or the emergency contact number you have provided on your “crèche” enrolment form.

Please send a text message to Nina and Debra if your child will be absent.



Attendance of sick children

If my child is unwell, can he or she still come?

Please do not bring sick children to “crèche”. If your child is unwell, he or she will not enjoy his or her time and the child may pass on his or her illness to others in the “crèche”.

If your child has any conditions that may be contagious, please do not bring him or her to “crèche”.

Immunisation

The By-laws of the Kalamunda Community Learning Centre require that all children using the “crèche” provided by the Learning Centre are immunised. In the rare case of this requirement presenting a health risk to a child, an exemption may be considered. Medical evidence of the circumstances must be presented. Any such exemption is at the discretion of the Learning Centre’s trained childcare leaders.

Payments

Parents and Carers will need to either enrol online or in person at the start of each semester to pay for their selected course, fees will vary depending on the course chosen.

Those Mums and Dads attending Mums and Dads’ Free Time on a casual basis will need to purchase their \$5 casual ticket in cash from the “crèche” leader each time they attend.

Parents and carers who have elected not to fulfil roster commitments and parents and carers attending on a casual basis will also be required to pay a fee of \$5 per “crèche” session (per family) to be paid on the day to the “crèche” leader in cash each time you bring in your child/children. Please see page 7 for more information on roster commitments.



Rosters for parents

All members who are enrolled at the Learning Centre are asked to contribute some time each semester to help. This is called a workgroup. Parents and carers with children at the “crèche” are asked to fulfil roster commitments as their workgroup.

If you are enrolled in a course of eight weeks duration you will be required to complete two roster commitments. A full semester of 16 weeks will require four roster commitments.

As your roster commitment, you will be required to assist in supervising children in the “crèche” during a shift (9.45am to 11.45am) on your chosen days, including playing with the children, helping with crafts and cutting up fruit (you will not be required to change nappies). You can bring your own children with you when you are on the roster.

Your attendance on rosters is very important to ensure that the “crèche” can continue operating at no cost to parents and carers. Please help us to keep the “crèche” viable by honouring your roster commitments.

You will be asked in the first couple of weeks of term to ensure you have put your name down on the roster. If you are unable to do your roster shift, please inform “crèche” staff to rearrange your roster date.

Anyone not arriving for their assigned roster shift will be asked to reschedule an alternative roster date.

We understand that some parents do not have time to do a roster shift. If you are unable to fulfil roster commitments, you will be required to pay a fee of \$5 per “crèche” session (per family) to be paid on the day to the crèche leader in cash each time you bring in your child/children. This may also be a more feasible option if your child will be attending “crèche” on a casual basis.



Tutors and workgroup leaders' children are cared for free of charge.

Kalamunda Community Learning Centre

T: 08 9293 2977

E: kclc@kclc.org.au

www.kalamundalearningcentre.org.au

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