

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.

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 number for Debra, one of the Centre's crèche leaders. Please contact Debra 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 Debra to adjust staff numbers as needed.

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

Please text only as Debra is not always able to answer calls.

Debra – 0409 636 565



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.

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 and carers must remain at the Kalamunda Community Centre whilst leaving their child in the crèche.

Two qualified paid leaders 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.

The crèche will operate from Activity Room 4 within the new Kalamunda Community Centre and will be open every weekday morning and afternoon during term time.

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 some cut up fruit or vegetables per child for them to eat at morning/afternoon tea.

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.

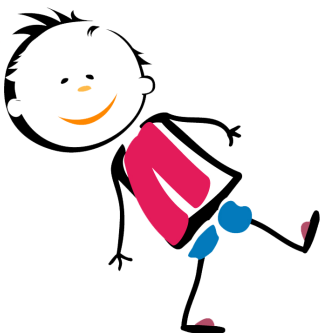
Learning Centre morning class times run from 9.45am to 11.45am. To ensure that parents and carers can reach their classes in time, children can be dropped off at crèche from 9.30am. Pick-up from crèche is required by 12pm. Afternoon class times run from 12.45pm to 2.45pm and children can be dropped off at crèche from 12.30pm and pick-up is required by 3pm.

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 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 casual ticket in cash from reception 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 or 12.45pm to 2.45pm) on your chosen days, including playing with the children and helping with crafts (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

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