



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 the Mirda-Djardak (Pink) room 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 a piece of fruit or vegetable per child for them to share 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

Members enrolled on a full-time basis are asked to participate in the Creche Roster (see page 7 for details).

Members who are unable to contribute to the Creche Roster pay \$5 per family per session, by crèche ticket purchased at reception before the session. Parents and Carers enrolled in a class on a casual basis also need to pay for their use of the creche. A fee of \$5 per creche session (per family) is charged. A creche ticket needs to be purchased from reception and handed to the Creche Leader at the commencement of the creche session.

The Learning Centre recognises that in choosing the "pay" option, members are not having the opportunity to use their knowledge and skills to assist in the running of the Centre. Members may choose to assist in the running off the centre (such as a desk duty shift) during which time their children will be minded free of charge in the creche. You will be contacted at the start of term by a coordinator to see if this is of interest to you.

Tutors and Workgroup leaders do not have to go on roster or pay for their childcare, but bookings are still required.



Creche Roster

The Creche is an integral part of KCLC and we would love to have your help in maintaining its viability for young parents and carers.

Those using the creche are asked to join the Creche Roster Work Group. Your help here would count as your Work Group commitment. In addition to those parents and caregivers who have children in the Creche, we sometimes need extra help. If you would love to spend time with gorgeous babies or enchanting toddlers, this may be the Group for you.

Times: 9.45-11.45am or 12.45-2.45pm.

Extent of commitment: 2 rostered times per 8 weeks of enrolment, 4 times per 16 weeks of enrolment.

Duties: Supervising children, joining in playtime and helping with crafts. (No nappy changing or toileting of toddlers.)

Other information: You may bring your own child to the Creche if you are rostered on, and you will be given free Creche time during classes you are attending.

As with all other Work Groups it is important to inform us promptly if you are unable to keep a rostered commitment. Your time can be re-scheduled.

For those parents and carers who cannot find the time for rostered help, there is an option of paying for your Creche time. If you use the “pay” option, you may also choose to contribute to the Centre in a Work Group that uses your skills and abilities, such as Office Admin. Your children would receive free Creche time while you are at your chosen task on site at the Centre (see page 6).

In summary, all Creche users need to contribute either by being on roster at the Creche, or by paying for Creche time, with the option of extra creche time if you are doing a Workgroup at the Centre.



Kalamunda Community Learning Centre

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