



Learning Through Sharing

# Crèche Handbook

All you need to know  
about the Crèche



**Kalamunda Community Learning Centre**

Kalamunda Community Centre, Crescent Road, Kalamunda

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## 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/children, so please take the time to read it thoroughly and retain for future reference.

The Crèche is available for your use - as a parent, stepparent, grandparent or legal guardian - to leave your precious little one/s during the class times of the course/s in which you have enrolled, where Crèche availability has been indicated.

This is your facility and we want to make it the best it can be for you and your child/children. 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.

KCLC's qualified childcare leaders, as well as parent helpers and other volunteer members, care for the children in the Crèche. If you are unable to bring your child to their session or you can't make your roster day, please contact KCLC by phone 9293 2977 during office hours 9.30 am – 2.30 pm or email: [kclic@kckc.org.au](mailto:kclc@kckc.org.au) – this will allow the Crèche to adjust carer numbers as needed.



## About the Crèche

The Crèche is available for members who attend a KCLC course in a full-time capacity. Those who wish to enrol in Mums' or Dads' Free Time will be **wait-listed** for the Crèche. After Crèche places have been allocated to members enrolled in other full-time courses, any vacancies remaining will be offered to those wishing to enrol in Mums' or Dads' Free Time. Members enrolled in a casual capacity are unable to use the Crèche.

Children eight weeks of age or more, and who have not yet had their sixth birthday, 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 full-time 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 when their child is in the Crèche.

Two qualified paid leaders run the Crèche. The Crèche operates on a ratio of one carer per four children regardless of age. Two carers are present for five or more children with volunteer carers assisting paid staff as needed.

The Crèche operates from the Mirda-Djardak (Pink) room within the Kalamunda Community Centre. The sessions for which the Crèche is available are included in course enrolment information. 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.

## Enrolling Children in the Crèche

Before enrolling in your course, we advise that you first enrol/register your child in the Crèche. The procedure for online crèche registration is similar to course enrolment; 'Search Courses' for 'Crèche' then choose the crèche session relevant to your course and the number of crèche places required. This will ensure that your child is registered, as crèche places are limited.

At the checkout, members will also need to complete and submit the Crèche Notification Form.



## 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 short 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 Child Information 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.



## Donations to the Crèche

At the beginning of each semester, you will be asked to please donate a box of tissues and a packet of baby wipes for use in the Crèche. Donations may be requested at other times during the semester as need arises – these will be indicated in the Crèche newsletter.

## Dropping Off 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 classes usually run from 9.45 am to 11.45 am. To enable members to reach their classes on time, children can be dropped off at Crèche from **9.30 am**. Children must be picked up at **11.45 am**. An earlier morning drop off can possibly be arranged with the Crèche staff if your class starts before 9.45 am.

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 him/her. 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 the 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 Child Information Form.

Please telephone or email the Centre (see page 2) as soon as possible if your child will be absent, so that any adjustments needed to the carer roster can be made.



## Attendance of sick children

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

**No!** 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 KCLC 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 KCLC's trained childcare leaders.

## Payments

Members using the Crèche pay per session, at the rate of \$10 for one child and \$20 for two or more children from the same family.

Payments for the Crèche are made by purchase of Crèche tickets from the reception desk. At the beginning of each session please give a Crèche ticket to the Crèche Leader for each child attending. You may purchase multiple tickets in advance, to minimize trips to the reception desk and save a little time.

In addition to paying for each Crèche session, members using the Crèche are required to also join a KCLC Work Group of their choice (as are all KCLC students). This Work Group may be the Crèche Roster but may also be a different Work Group.



## Crèche Roster

The Crèche 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 Crèche have the option of choosing the Crèche Roster Work Group as their Work Group commitment - without the requirement of obtaining a Working with Children Certificate.

If you would love to spend time with gorgeous babies or enchanting toddlers, this may be the Group for you.

**Times:** 9.30 am - 11.45 am.

**Extent of commitment:** Two rostered session 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/children to the Crèche when you are rostered on.

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

## In summary

All Crèche users need to pay for each Crèche session attended by their child/children (see page 6)

**And**

Contribute either by being on roster at the Crèche, or by joining another Work Group.



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