

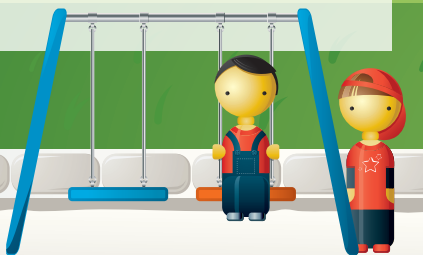
Important Information

- Parents must remain within the Community Centre building at all times while their child/children are attending crèche.
- Parents are responsible for the needs of their children when placing them in the care of the crèche.
- All medications are to be administered by parents.
- Parents may be called to the crèche if their child is inconsolable or displays behaviour that impacts on the safety of themselves, other children and educators.

Community Centres Crèche – Crèche Guidelines – Legal Obligations

Crèche is an unlicensed facility and must meet the following criteria:

- Community Centres Crèche meets the exclusion criteria in regulation 5(2) (e) of the Education and Care Services National Regulations 2012 and operates without a provider or service approval.
- Community Centres Crèche meets the criteria specific to the Department for Communities Crèche Guidelines and where applicable the Education and Care Services National Regulations 2012.
- All policies, procedures, Work Instructions, documentation and references to documentation relating to Community Centres Crèche will be available to parents in hard copy form at all times. Parents will be able to view their child's documents and programming at anytime.

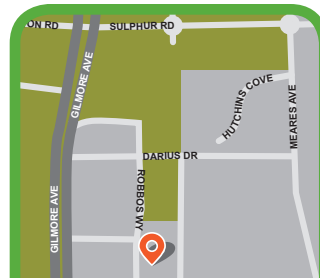


Community Centres Crèche Bookings and Information

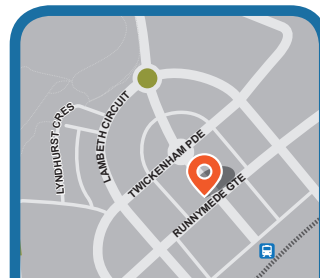
Contact: Toddler Town Crèche, Darius Wells Library & Resource Centre, 2 Robbos Way, Kwinana City Centre, 6167

T: 08 9236 4321

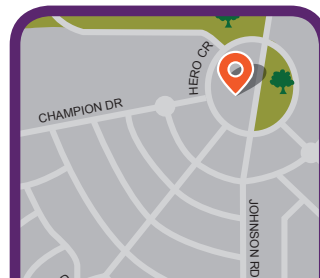
E: bookings@kwinana.wa.gov.au



DARIUS WELLS
LIBRARY & RESOURCE CENTRE



JOHN WELLARD
COMMUNITY CENTRE



WILLIAM BERTRAM
COMMUNITY CENTRE

Community Centres Crèche Information for Families



DARIUS WELLS
LIBRARY & RESOURCE CENTRE



JOHN WELLARD
COMMUNITY CENTRE



WILLIAM BERTRAM
COMMUNITY CENTRE

Community Centres Crèche aims to run a high quality service that provides and meets the needs of you and your family while using the facilities within the Community Centres building.



Our friendly and qualified staff offer a safe and caring environment where your child can feel comfortable engaging in developmentally appropriate activities. Our curriculum embraces The Early Years Learning Framework: encourages personal expression, creativity, social wellbeing and learning through play!

Ages

Crèche is available to all children between the ages of eight weeks and five years.

Enrolment

When booking your child into crèche, all sections of the Child Enrolment Form, including the Photo Permission Form need to be completed.

The Enrolment Form will authorise staff to act in the event of an emergency and provide important information including any medical issues and allergies. Please notify us of any changes to care arrangements, immunisations or medical details. Your child/children's safety is our first priority.

Enrolment Forms can be returned to either Toddler Town Crèche Darius Wells or on the day to the applicable crèche service during opening hours.

A new Enrolment Form must be completed at the beginning of each financial year (1 July).

Bookings

- Bookings and payment for Community Centres Crèche can be made in advance to secure a place.
- Casual places will be taken on the day when a parent has completed the Enrolment Form and there is availability.
- Group Bookings available after hours subject to completing a group booking form and availability. Please phone **9236 4321** for further information.

Crèche Fees

\$3.70 per child, per hour.

\$3.10 per sibling, per hour.

Opening Hours:

Toddler Town Crèche Darius Wells **only**

Monday to Friday – 9am to 12noon

John Wellard Community Centre and William Bertram Community Centres Crèche services are subject to availability.



First Visit

On enrolment, staff will give you a tour of the crèche, introduce the educators to explain the daily curriculum and answer any questions or queries you may have.

Feedback

Feedback is always welcome, there is a Suggestion Box in the Toddler Town Crèche foyer for those who feel more comfortable being anonymous.

What to bring

Items to bring for your child include:

- comforters;
- milk bottles and formula milk;
- healthy food;
- drink items;
- a bag for your child's items;
- a pram;
- spare change of clothing;
- disposable nappies and wipes; and
- a hat: legionnaire or wide brim.

Please remember to label all your child's belongings.

Sign In/Out

Please ensure that you sign in/out your child when dropping them off and collecting them from crèche.

If you wish for another person to collect your child from crèche, you still need to sign your child out before hand-over can be made to the pick-up person.

Please be aware that for safety reasons the person who signs a child into crèche must be the person who signs them out.

