

## RESPONSIBILITIES

1. Parents must remain in the Centre at all times and must immediately return to the crèche if required to attend to their child's needs.
2. If a child is upset, requires feeding or needs hygiene assistance (including nappy changes or toileting) and crèche staff are unable to attend to those needs promptly, the parent will be asked to return to the crèche.

## ENROLMENT, DROP OFF AND COLLECTION

3. An enrolment form must be completed and returned before attending. Please email a copy to [creche@vincent.wa.gov.au](mailto:creche@vincent.wa.gov.au).
4. Parents are encouraged to book a free 15 minute trial session to help their child become familiar with the environment prior to attending a longer session.
5. Parents are not permitted inside the crèche. All children must be handed over to a staff member, who will settle them into an activity.
6. The person collecting the child must be the same person who dropped them off. If this changes, the crèche supervisor must be informed at drop off.
7. In the event of an emergency where a parent or guardian cannot be contacted, the emergency contact listed on the enrolment form will be called.
8. If there is a court, magistrate or police order restricting an individual's access to a child, details must be discussed with a supervisor.

## BOOKINGS

9. Bookings must be made online and open 48 hours in advance. A booking is required to attend the crèche.
10. Children must be booked into the correct age category. Incorrect bookings may be cancelled.
11. Children may attend the crèche for a maximum of 12 hours per week.
12. Before arriving at the crèche, please pay at reception and bring your ticket with you.
13. If you are unable to attend, please cancel your booking online. Bookings can be cancelled online up until the time of the booking, if your booking has started, please email or call creche.

## WHAT TO BRING

14. Children may bring healthy, self-feeding snacks and a labelled water bottle. Nuts and popcorn are not permitted and children under 2 years must be provided with soft foods only. Staff are unable to heat/prep food.
15. A pram or stroller, which can provide comfort or a place for rest.
16. A hat and sunscreen for outdoor play.
17. A change of clothes in case of accidents.
18. Spare nappies as required. Please ensure all belongings are clearly labelled.

## SICKNESS

19. Children must not attend the crèche if they are unwell or are displaying any symptoms of illness.
20. If a child becomes unwell during their session, parents will be contacted to collect them immediately.
21. Crèche staff are not permitted to administer medication.
22. All children must be fully immunised to attend. An up to date AIR Immunisation History Statement must be provided.
23. Parents must inform staff if their child has recently been unwell.