

Welcome

We would like to welcome you and your family to Aqua Jetty Crèche.

The first day

Our qualified and caring staff are here to ensure your child has a safe and fun learning experience while in our care so you can relax and enjoy the centre facilities. Every effort will be made by our crèche staff to make the settling-in experience as positive as possible. Please rest assured should your child become distressed at any time during their visit to crèche we will call you.

Enrolment and Medical Details Form

An enrolment form must be completed prior to your child's first visit to crèche. A Medical details form must be completed if your child has any medical conditions or concerns crèche staff need to be aware of. Please notify the crèche of any changes to your details.

Signing your child in and out of crèche

Signing children in and out of the crèche is a daily requirement and applies to all families. The parent/guardian that brings and collects the child from crèche must record and sign the times of arrival and departure. Persons collecting the child must be authorised on the enrolment form. If your child is being collected by anyone other than yourself please ensure crèche staff are informed and their names are on your enrolment form. They will also need to provide photo ID if unknown to staff. After signing your child into crèche and informing staff of their daily requirements a member of staff will collect your child from the gate as you drop them off at crèche as well as bring your child to you when you arrive to pick them up. If we are in outside play please ring the bell located on crèche reception and a member of staff will tend to you.

Snacks

Parents are asked to make sure that any food allergies are recorded on the Medical details form and written on the sign in sheet. Nuts and nut products are not permitted in the crèche.

- Baby room: Please inform staff what your child is due whilst in our care. Please provide water/formula for bottles. It is preferred if bottles are premade. Food permitted in the baby room includes fruit, vegetables, cheese, yoghurt and cans of baby food. No bread, biscuit or rusks are allowed.
- Toddler room: Please bring a drink bottle with your child's name written on it and a piece of fruit or vegetable. Morning tea is approximately 10am and shared amongst the children.

What to bring

To help your child enjoy our crèche we advise they come in comfortable clothing and appropriate footwear and that you bring the following, clearly labelled with your child's name.

What to bring	
Baby room	Toddler room
Bag for belongings	Bag for belongings
Pram required	Pram (while transitioning)
Spare set of clothes	Spare set of clothes and underwear
Snack	Snack
Nappies/wet wipes	Drink
Bottle with water and formula	Dummy if required
Dummy if required	
Bib	

Nappies

Babies and toddlers should arrive in a clean, dry nappy. Our staff do change nappies if required.

Medication

Crèche staff will not give medication to any child except in life threatening situations. Please do not have any medication in your child's bag or belongings. Life threatening medication such as Epi-pens and asthma medication must be presented to staff at crèche reception and clearly marked with the child's name. Out of date medication will not be used.

Allergies, asthma and medical conditions

- Please ensure a Crèche Medical Details Form is completed.
- If your child requires an Epi-pen, one must be brought to the crèche at every visit and given to staff.
- The Epi-pen must be in date. When you sign your child in, you must write your child's allergies on the sign in sheet and remind staff. If your child has severe

asthma within a 24 hour period, it is preferred that you do not attend crèche until your child is feeling better.

Unwell children

If your child is unwell please do not bring them to crèche. If your child falls ill while in our care you will be contacted immediately. The Crèche Team Leader has the authority to call an ambulance or doctor if urgent medical attention is required. Children with an infectious illness are not permitted to attend the crèche.

Immunisation

Immunisation of children who attend the crèche will help to limit the spread of infection. We encourage parents/guardians to immunise their children against all diseases appropriate to the child's age. Children who are not immunised will be excluded from care during outbreaks of infectious diseases, even if the child is well. If there are any confirmed cases of such diseases, notification will be displayed at crèche reception.

Accidents

Despite every precaution, accidents will occur from time to time. All staff are qualified first aiders. In the case of a minor accident, staff will attend to the injured child and apply first aid. Any major incidents will be attended to immediately and you will be contacted. A record will be kept of accidents and injuries.

Hygiene

Hygiene procedures will be followed in the crèche at all times. Staff place emphasis on the children learning and understanding why hygiene is important. Hand washing is expected of children on arrival, when they go to the toilet, before snack times and after messy craft activities.

Health and safety

- All equipment, toys and play areas are checked regularly to ensure they are clean and safe for use.
- Jewellery and necklaces are not permitted to be worn by children to reduce risks to themselves and others.

Emergency procedure

In the event of an emergency, crèche staff will take the children to the evacuation point. Please do not go to the crèche to collect your child. All personal belongings will be left inside the centre.

Personal toys

Personal toys and electronic items are to be left at home. Toys of comfort or snuggle rugs are accepted.

Lost property

Please label all your child's belongings. Items left in the crèche are kept in a box at crèche reception for you to collect on your next visit. Please note items cannot be kept longer than four weeks.

Current fees

- Members: \$5.20 per child for up to two hours
- Non Members: \$6.70 per child for up to two hours
- Late collections will incur an extra fee

Direct debit

Members are able to pay for crèche via weekly Direct Debit added to their membership only if the member is currently paying for their membership via direct debit. Please visit the membership desk for more information and to set up your Direct Debit.

Ages

- Baby room: Eight weeks to 18 months
- Toddler room: 18 months to five years
- Saturdays: Eight weeks to ten years

Opening hours

Mondays to Friday: 8.30am – 12.15pm

Saturdays: 8am – 12.15pm

Junior Jetty's

During school holidays Aqua Jetty crèche offers a fun filled program for six to 12 year olds.

The program is game based which includes basketball, badminton, table tennis. We also have crafts and various board games. It's a great opportunity to make new friends. An enrolment form needs to be completed and children have to be booked in at front reception prior to attending the program. This program is not available on student free days.

Contact details

Address: 87 Warnbro Sound Avenue, Warnbro WA 6169

Phone: 9591 0888

Email: aquajetty@rockingham.wa.gov.au