

## Welcome to Kwinana Recquatic Little Reccers Creche!

We're excited to have your child attend our creche. Please be aware that participation in any recreational activities, including creche, involves inherent risks, which may include the risk of personal injury or death. By enrolling in and attending creche, you acknowledge and accept these risks on behalf of your child and voluntarily assume responsibility for their participation.

Little Reccers creche meets the exclusion criteria in regulation 5(2)(e) of the Education and Care Services National Regulations 2012 and may operate without a provider or service approval.

Little Reccers creche is available for use by parents and guardians attending Kwinana Recquatic Centre and is designed to provide a safe, caring, and stimulating environment for children.

To help us achieve this we kindly request that you observe the following,

### Responsibility of Parent / Guardian

You are required to complete the Crèche Enrolment Form before your child enters the Crèche. If any particulars on the form change (names, address, or phone numbers) Crèche staff must be advised immediately and the enrolment details amended. Please note that Crèche staff are not able to accept a child unless they have a copy of the completed Enrolment Form, which is to be submitted by a parent or guardian.

### Arrival and departure

- Parent/guardian must sign their child in and out of creche.
- Parent/guardian must remain within the Recquatic Centre while your child is in creche.
- Your child must be collected on time, as per your booking.
- A child will only be discharged to the person who has signed them into creche.
- If your child becomes overly distressed while in creche, you will be contacted to return and attend to them.

### Booking times

Priority is given to members of the Kwinana Recquatic.

- Premium members – 10 days in advance
- Standard Fitness and Aquatics – 5 days in advance
- Casual guests – 2 days in advance

### Allergy management

No peanut or nut products or any food containing traces of nuts or whole eggs to be brought into creche as a snack.

### What to bring to creche

- Drink bottle (preferably water or milk)
- Fruit or nutritious snack if required (no nuts, whole eggs or small food that may cause choking)
- Prams or strollers MUST be supplied for infants.
- Nappies and wipes
- Change of clothes
- Sun hat
- Parent/ guardian must apply sunscreen.
- Bottles must be prepared prior to admittance or can be brought with prepared water & formula to add.
- Label all items brought into the crèche.
- Provide a change of clothes in case of accident.

### Personal items

- Creche is not responsible for lost or damaged personal belongings.
- Toys or electronics from home are not permitted unless explicitly authorized by creche staff.

### Behavior and conduct

- The creche reserves the right to request the collection of a child who demonstrates disruptive or unsafe behavior.
- Respect for creche staff, other children, and property is always expected.

### Health and safety

- To reduce cross infection, sick children will not be admitted. Please stay home if your child has a fever, diarrhoea, vomiting, virus, flu, colds, or any other infectious symptoms.
- Should your child become ill whilst in the care of creche, you will be contacted to come and collect them.
- Any special health conditions e.g. allergies, medical conditions, and medications must be disclosed at registration and an action plan provided where required.
- Staff are not permitted to apply nappy cream.
- Staff are not permitted to administer medication. In the case of an emergency, appropriate action will be taken. PLEASE NOTE: EpiPens are the only medication that will be administered by staff in an emergency. Please ensure you inform staff where to locate your child's EpiPen each time you visit the Crèche. In the case of an allergic reaction, staff will start emergency procedures and contact you.
- Children are naturally curious and energetic, making them prone to accidents and falls. It is not uncommon for children to experience minor scrapes and bruises while playing. Should your child have an accident or is injured you will be notified immediately. Appropriate First Aid will be delivered by a trained team member. A written report will be made.

### Unavailability of Facility / Service

Facilities or services within the Centre may be unavailable at any particular time due to mechanical breakdown, fire, act of God, catastrophe or any other unforeseen reasons. The Centre will not be held responsible or liable for such occurrence.

### Cancellation policy

100% refund on cancellations up until 2 days prior to your booking. After that, there are no refunds on cancellation.

### Changes to Terms and Conditions

The City reserves the right to make changes to prices and our terms and conditions at any time.