

Inner West Council Aquatic Facilities

Creche Information Sheet

OPENING TIMES

Opening Hours:

LPAC: Monday to Friday 9.00am – 1.00pm & Saturday: 8.30–11.30

AAC: Monday to Friday 9.00am – 1.00pm & Saturday: 8.00–11.00

AKAC: Monday to Friday 8.30am – 12.30pm

(Closed Sunday and Public Holidays. The Creche also closes for 3 weeks over Christmas period in line with Swim school)

OUR TEAM

You can enjoy your workout and know that your child is in safe hands with our wonderful caring crèche staff. All members of the Creche team have undergone Working with Children Checks and completed their First-Aid certificates and have experience and training in childcare.

HOW TO BOOK

- We take children aged from 2 months (8 weeks) until the child turns 6 years.
- Bookings can be made for 1 or 2 consecutive hours, please visit our website or the reception team to make a booking. Maximum daily booking is 2 hours.
- Please pay before your session begins.
- Please make sure you have completed the mandatory family registration form found on the website.
- If your child has allergies or any additional needs, please also fill out the additional needs form through these links:
 - [AKAC additional needs form](#)
 - [AAC additional needs form](#)
 - [LPAC additional needs form](#)
- Please make bookings under **your surname** – not your child's surname. This is important in case of emergency.
- Our centre operates under a controlled ratio therefore it is important that you pick up your children on time and do not bring them in before your booked time.

Questions? Call us on 9392 5400 or email

AKAC: akac.enquiries@innerwest.nsw.gov.au

AAC: aac.enquiries@innerwest.nsw.gov.au

LPAC: lpac.enquiries@innerwest.nsw.gov.au

WHAT TO BRING:

- Children are to have a freshly changed nappy prior to entering the crèche.
- Please note crèche staff do not change nappies for children over the age of 2. If your child has soiled their nappy, you will be contacted. After the nappy change they can continue with their play.
- If your child has an allergy, please remind staff upon each sign in to ensure staff working are aware of your child allergy/needs.
- **Any child with Anaphylaxis or Asthma** should also bring a copy of their 'Action Plan' on the first visit which is supplied by their doctor as well as their Epipen or Asthma inhaler.
- We recommend you apply SPF 50+ to your children before attending the crèche so they are protected in the outdoor play area.
- **For children under 2:** Please bring a pram or stroller (used for safety reasons when feeding your child, for comfort and sleeping purposes), nappies, a change of clothes and food/milk bottle if needed.
- **For children over 2:** Please bring a water bottle, a healthy snack (**no nuts or seed products, eggs, or popcorn**), and a change of clothes especially if your child is undergoing toilet training.

CANCELLATION

- You must call to cancel your booking with at least 1 hour notice before your session starts to allow other parents the opportunity to book their children in.
- Refunds on creche bookings are not provided. If your child is sick, you can 'move' your booking to an alternate day. The revised date must be booked within a 2-week timeframe from the original. A booking cannot be moved more than once. Unfortunately, if the rebooked day is missed, the booking will be forfeited, and no refund or future credit permitted.

SIGNING IN & OUT

- Parents/carers must remain on the premises of the Aquatic Centre whilst your child is attending the creche.
- Sign your child/children in/out when entering the crèche.
- You must check your phones for any calls or voice messages whilst your child attends the creche.
- Council WHS Policy does not permit parents to open or pass the entry gate at any time.

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- If your child is too upset and will not settle after 15 mins, you will be contacted by creche staff; Please return to the crèche immediately.
- Parents are required to supply their own nappies.
- Drop off and pick up of children must be done by the same parent/guardian unless prior written authorisation has been given.



IMMUNISATION

We acknowledge that immunisation programs in NSW have been very effective in reducing the risk of vaccine preventable diseases, however, the Creche does not exclude children who are not immunised. We ask parents to notify the crèche immediately if their child is diagnosed by a GP with any of the following diseases;

Diphtheria, Hemophilus influenzae type b (Hib), Measles, Meningococcal C, Mumps, Pertussis (whooping cough) and Poliomyelitis

For further information regarding immunisation please refer to Australian Government Department of Health Website. The Creche will be required to notify NSW Health of any of the above.

EMERGENCY EVACUATION

In the event of an emergency, please evacuate with the rest of the centre (e.g. gym, fitness class) as directed, crèche staff will follow evacuation procedure and safely remove children from the danger zone. In the case of an emergency,

Please do not come to the crèche to collect your children. Once a head count has taken place and all children are accounted for, you may collect your children from the evacuation meeting point. All children must be signed out before leaving the centre.

Please contact our friendly staff for more assistance regarding any information included in this document.



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