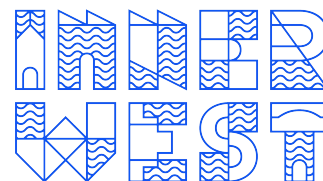


Inner West Council Aquatic Facilities



Crèche Information Sheet

FACILITY DETAILS

Phone: (02) 9392 5400

Opening Hours: Monday to Friday 9.00am - 1.00pm

Saturday: 8:30—11:30 (Max 2-hour bookings)

(Closed Sunday and Public Holidays)

OUR TEAM

You can enjoy your workout and know that your child is in safe hands with our wonderful caring crèche staff. Our crèche team aims to create a fun, creative and stress-free environment for all the young ones that come through our doors. All members of the LPAC Childcare team have undergone Working with Children Checks and completed their First-Aid certificates and have experience and training in childcare.

BOOKING PROCEDURE

Our centre operates under controlled ratio therefore it is important that you pick up your children on time and do not bring them in before your booked time.

- All creche bookings must be pre-paid.
- Please make sure you fill out the mandatory family registration form before clicking on the below link to make an online booking. Family registration forms can be found here: [LPAC Family Registration Form](#)
- For quick and seamless approach, we recommend making your bookings through the online booking portal through the following link: [LPAC Online](#)
- If you are booking more than one child into the creche you are unable to do this online and will need to contact the facility.
- If you are wanting to secure booking for more than one hour, please call reception directly to do so. The maximum allowed time for booking online is one hour.
- If you are a member, please produce your membership card or quote your membership number when making bookings over the phone or in person.
- All members may book a week in advance, for a maximum of three bookings per week. Any additional bookings can only be made on the day of care.
- Casuals bookings can be made one day in advance.
- Please make bookings under your surname- not your child's surname. This is important in case of emergency.

CANCELLATIONS

If you have booked and decide not to attend the creche, you must call to cancel your booking with as much notice as possible, allowing other parents the opportunity to book their children in.

- Refunds on creche bookings are not authorised. 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 date.
- A 'moved' booking cannot be moved more than once, and each family is permitted two moves per child a month. 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 premise of LPAC whilst your child is in the creche.
- Payment for care is made when you secure your booking online.
- Present membership card or ten pass at reception.
- Sign your child/children in/out when entering the crèche.
- Council WHS Policy does not permit parents to open or pass the entry gate at any time.

- If your child is too upset and will not settle after 15 mins you will be collected by Creche staff and will be required to pick up your child. Please return to the crèche immediately.
- Children to have a freshly changed nappy prior to entering the crèche.
- Creche staff will endeavour to change nappies for children under two years of age if they soiled their nappy during care.
- Due to WHS for staff, crèche staff do not change nappies for children over two years of age. Parents will be collected for children who have soiled their nappy during the care period.
- Parents are required to supply their own nappies.
- Drop off and pick up of children must be done by the same parent/guardian unless written authorisation is given to the Team Leader.

IMMUNISATION

LPAC acknowledge that immunisation programs in NSW have been very effective in reducing the risk of vaccine preventable diseases, however, the LPAC 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, Haemophilus 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: <http://www.immunise.health.gov.au/>
LPAC Creche will be required to notify NSW Health of any of the above.

CONDITIONS OF ENTRY

- Child-minding is for a maximum of 2 consecutive hours care per day (weekday)
- The crèche caters for children aged 8 weeks to 6 years
- If your child is under two years of age we ask that you bring a pram as they are used for safety reasons when feeding your child, for comfort and sleeping purposes.
- A registration form must be completed on your first visit
- Please ensure that your child is signed in and out of the Crèche on each visit
- Please do not bring your children to the creche if they have been unwell in the last 24 hours
- Children who have unclear mucous and/or watery eyes will not be accepted
- To assist us in providing a secure area, please ensure that the gate is shut upon entering and/or exiting the Crèche
- All children should be fed, changed or toileted prior to commencing their session in the Crèche
- Parents are welcome to bring nutritious snacks and drinks to the centre; however, we have a **strict ban of nut/seed products, eggs, popcorn and kiwi-fruit.**
- If your child has an allergy, please remind staff upon each sign in to ensure staff working are aware of your child allergy/needs
- We recommend you apply SPF 30+ to your children before attending the crèche so they are protected in the outdoor play area
- All personal items, e.g. food, drinks and dummies left within the Crèche, must be named and tagged. Please safely secure your personal possessions in lockers available in the change rooms or gym.
- Children are not permitted to bring their own toys
- To assist us in locating you in the case of an emergency, please inform Crèche staff of your whereabouts in the Centre e.g. lap pool, fitness centre

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 don't hesitate to contact our friendly staff for further assistance regarding any information included within this document.