

Ashfield Aquatic Centre

Crèche Information Sheet

FACILITY DETAILS

Phone: 9392 5412

Email: aac.creche@innerwest.nsw.gov.au

Opening Hours: Monday to Friday 9.00am - 1.00pm

(Closed Saturday, 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 Ashfield Aquatic Centre Childcare team have undergone Working with Children Checks, hold First-Aid certificates, and have experience and training in childcare.

BOOKING PROCEDURE

Our centre operates in accordance with child to carer ratios, therefore it is important that you drop off and pick up your children on time with your booking.

- All creche bookings must be pre-paid.
- For a quick and seamless approach, we recommend making your bookings through the online booking portal. Please follow the link to make bookings: [AAC creche bookings](#)
- If you are booking more than one child into the creche or would like to book for more than one hour, please contact our facility for assistance.
- Bookings may be made one week in advance, for a maximum of three bookings per week. Any additional bookings can only be made on the day of care.
- Please make bookings under your name, not your child's name. This is important in case of an emergency.

CANCELLATIONS

If you have booked and cannot attend the creche, please call to cancel your booking with as much notice as possible, allowing other parents the opportunity to make a booking.

- Creche bookings cannot be refunded once paid. 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.
- Once a booking is moved, it cannot be moved again. If the rebooked day is missed, the booking will be forfeited, and unfortunately no refund or future credit can be issued. Bookings can only be moved twice per month per child.

SIGNING IN & OUT

Please note:

- Parents/carers must remain on the premise of AAC whilst your child is in the creche.
- 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 upset and will not settle after 15 mins you will be contacted by Creche staff and will be required to pick up your child. Please return to the crèche immediately when asked.
- Please ensure your child has 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 soil their nappy during care.
- Crèche staff cannot change nappies for children over two years of age. Parents will be contacted 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 centre.

IMMUNISATION

Ashfield Aquatic Centre acknowledges that immunisation programs in NSW have been very effective in reducing the risk of vaccine preventable diseases, however, the AAC 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

AAC Creche will be required to notify NSW Health of any of the above.

For further information regarding immunisation please refer to Australian Government Department of Health Website: <http://www.immunise.health.gov.au/>

CONDITIONS OF ENTRY

- Child-minding is for a maximum of 2 consecutive hours care per day.
- The crèche caters for children aged 8 weeks to under 6 years.
- If your child is under two years of age we ask that you bring a pram for safety reasons when feeding your child, for comfort and sleeping purposes.
- A registration form must be completed prior to 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 cannot be accepted.
- To assist us in providing a secure area, please ensure that the door 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 on nut/seed products, eggs, popcorn and kiwi-fruit.**
- If your child has an allergy, please remind staff upon each sign-in and provide any necessary medication (eg EpiPen).
- We recommend you apply SPF 50+ to your children before attending the crèche so they are protected in the outdoor play area.
- Please ensure that all personal items, e.g. food, drinks and dummies left within the Crèche, are 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