



Creche Parent Handbook

The WASP aims to provide a high-quality creche to the members of the precinct. The creche has been designed to enable members to attend the facility whilst giving them the comfort that their little ones are being supervised in a comfortable, safe, and nurturing environment.

The creche is defined as Adjunct care in the Early Childhood Education and Care Services ACT 2013. Adjunct care is excluded from the National Quality framework and is not required to be approved under the act.

Creche Information	
Operating Days and hours	Monday, Tuesday, Wednesday, Thursday and Friday 8:30am – 11:30am
Age of children	From 6 months – 5 years (not yet enrolled in school)
Conditions of use	<ul style="list-style-type: none">• Parents must have a valid gym, pool or combo membership at the WASP (1,3, 12months or direct debit).• Parents must stay on site within the WASP & WAC facility, this includes the gym, pool, and courts.• Parents must bring the required resources with them, to attend the creche (list below).• Parents must always have their phone on them and be contactable.• Children must be enrolled at the creche prior to online bookings.
How to book a session at the creche	<p>Visit www.weipatownauthority.com.au and follow the prompts to the WASP webpage. Sessions are capped at 5 children (2 under 12 months). Please ensure you only book into your child's age group.</p> <p>Sessions available are: AM</p> <ul style="list-style-type: none">• Session A 8:30am-9:30am (group fitness class)• Session B 9:30am-10:30am• Session C 10:30am-11:30am <p>Bookings can be made up to 7 days in advance from the date of booking.</p>

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<p>How to cancel a session at the creche</p>	<p>Please log into your active carrot account and cancel session, or email/phone us to cancel a session to ensure other parents can use the creche.</p>
<p>Enrolment information</p>	<ol style="list-style-type: none"> 1. Parents collect the enrolment pack from the creche reception, if the creche is not open, there will be enrolment packs at the administration desk. 2. Parents come to the creche in person, phone or email to make a time for an induction. 3. Parents complete the enrolment form and supply a copy of their child's birth certificate and any medical plans related to their child. 4. If the child has additional needs, parents must discuss this with the creche staff prior to enrolment. 5. Parents will bring their enrolment form to the induction and ask the staff any questions and read over any relevant information such as policies and procedures. 6. Once parents have completed the above steps, they are welcome to make bookings for the creche.
<p>What to bring to a session</p>	<ul style="list-style-type: none"> • A change of clothes including spare undies if toilet trained. • Nappies and wipes for parent to use for changes. • Filled water bottle. • If a child has a medical condition, their medication e.g., asthma puffer, epi pen etc. <p>Optional Items</p> <ul style="list-style-type: none"> • Milk bottle/ milk popper if required. • Comforter e.g., dummy, teddy etc. <p>All personal items MUST be clearly labelled.</p> <p>For babies 12 months and younger, parents may bring in baby items for their child.</p> <p>For children 12 months and older, please do not bring in other toys from home as not all toys are age appropriate for the age range within the creche.</p>

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Arrival at the creche	<ol style="list-style-type: none"> 1. Sign into the creche. 2. Take off the child's shoes and leave them in the designated shoe area. 3. Wash the child's hands in the bathroom. 4. Check the child's nappy or if they need to use the toilet prior to you leaving. 5. Give the child's belongings to the creche staff. 6. Pass on any relevant information to the creche staff. 7. Settle the child in before leaving.
Communication between parents and staff	<p>It is important that parents and staff talk openly to each other to give children a comfortable and nurturing environment to be in. Staff will communicate to parents how their child was during their absence and pass on any relevant information. It is vital that parents let staff know about any issues or concerns within the creche, feedback is welcomed and encouraged.</p>
Policies and procedures	<p>The creche has a set of policies and procedures that staff and parents are required to follow. Please ask staff if you wish to view or receive a copy of these documents. Majority of documents are related to health and safety and risk management.</p>
Staff qualifications	<ul style="list-style-type: none"> • First aid and CPR certificate • Blue Card • Asthma and Anaphylaxis training
Child to staff ratios	<p>Creche staff will manage the number of children in a session with guidance from the Department of Early Childhood Education and Care. However, staff will set ratios each session, based off the level of risk associated with the age group of children booked in.</p>
Collection of children	<p>If a person other than the parent is collecting the child for any reason, the person must be listed on the child's enrolment as an emergency contact.</p> <p>The person collecting the child must be 18 years or older. Parents need to notify staff of these arrangements prior to collection.</p> <p>Example: an emergency where the parent has had an incident in the gym and cannot collect their child.</p>

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Medical and emergency attention

- Staff have a duty of care to all children whilst in the creche.
- Staff in the creche do not administer first aid, there is a first aid room at the WASP.
- If a child needs first aid, parents will be phoned for collection to take the child to the first aid area for attention.
- If there is a serious incident, staff will phone an ambulance if required, the child will be taken to the first aid area and parents will be phoned to collect the child immediately.
- In a serious incident, staff will provide emergency first aid until a parent or ambulance arrives.
- If the fire emergency alarms are sounded, please head straight to the evacuation point and NOT into the creche to collect your child.

If a child has a medical condition such as asthma or anaphylaxis and required medical attention, staff will administer this in an emergency only and parents will be phoned for immediate collection.

Injury, incident, and illness

Unvaccinated children will be able to attend the creche.

Under no circumstances are unwell children able to enter the creche.

If a child is showing any signs or symptoms of illness, staff will refuse entry. This includes but not limited to if a child:





- Has a contagious illness or infectious disease.
- Has been in close contact with someone who has a positive confirmed case of COVID-19.
- Has a temperature above 38 C or when assessed at arrival.
- Is unwell and unable to participate in normal activities or requires additional attention.
- Has a temperature, vomiting or diarrhea in the last 48hours.
- Has started a course of antibiotics in the last 24 hours.
- Has been given medication for a temperature prior to arriving at the creche.

If a child becomes unwell during a session, the parent will be phoned for immediate collection.

If there is a discovered infectious condition the parent will be phoned for immediate collection and other parents will be informed.

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Sleeping children	<ul style="list-style-type: none"> • Children are not permitted to sleep in the creche, nor in prams. • Staff will not be responsible for sleeping children. • If a child falls asleep during a session, the parent will be phoned for immediate collection.
Food and drinks	<ul style="list-style-type: none"> • No food is permitted to be brought into the creche. • Children must have a water bottle (including babies). • Children and babies can bring in a bottle / milk popper as a drink. • No fruit poppers or other sorts of drinks.
Contacts	 Come and see us in person at the WASP  Email us at wasp@weipatownauthority.com.au  Call us at (07) 4030 9400 – option 2  Visit our website at www.weipatownauthority.com.au

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