

Welcome to our crèche. Please read the following information carefully to answer any questions you may have. If you require more detailed information or a copy of the activity program, please do not hesitate to consult the person in day-to-day charge or an educator member.

Philosophy

SKY Fitness operates according to a philosophy of open management and aims to reflect the local community by encouraging participation and discussion about all issues relevant to the running of the crèche.

- All children have the right to feel safe and secure in their environment, ensuring this, children will develop a strong self-esteem and confidence, as well as a positive perception of the world around them.
- The value of play is important; children have opportunities for all types of play and physically challenging play.
- All children are treated with respect and individuality in their development domains: social, emotional, physical, cognitive, cultural and ethnic.
- All families are made to feel valued. By role modelling to children that we value and respect our families, and what relationships mean, we educate children to gain an understanding of family relationships.
- Our resources and activities are safe and developmentally age appropriate.

Parent/Guardian Information

When enrolling a child it is recommended that an enrolment form is completed and signed off by a crèche supervisor prior to starting, as additional information may be needed and you may not be able to use the crèche facilities on that day. Crèche educators are available to do this between the following hours: 8.30am-12.00pm Monday to Friday

Session Times - Monday to Friday

9:00am to 10.00am

10:00am to 11.00am

11:00am to 12.00pm

Under no circumstances is a guardian permitted to leave the premises whilst a child is in care.

Booking:

Bookings are made via the Sky fitness website from one day prior. Any booking made on the day after 8.30am will need to be made by calling SKY crèche on 5174 2111. Cancellations of crèche sessions must be given a minimum of 1 hour's notice before a booked session starts. If you are unable to meet the guidelines or you do not cancel, penalties will apply.

What to pack:

Each child must have a labelled bag with nappies and wipes (if applicable) and/or spare clothing. Crèche will follow home routines to the best of its ability. If an infant requires a bottle whilst in care of the crèche this is the responsibility of the parents/guardians to provide bottles ready to use. If the child suffers with Asthma, Anaphylaxis etc. a plan must be provided and the child must have the appropriate device each day of attendance. Child cannot attend without the appropriate device.

Immunisation

Immunisation History statements must be provided at time of enrolment regardless of if the child/ren has been immunised or not. We encourage parents/guardians to immunise their child/ren against all diseases appropriate to the child's age. Children who are not immunised will be excluded from care during outbreaks of some infectious diseases in accordance with the National Health & Medical Research Council exclusion guidelines, even if the child is well. This is to limit the spread of infection and protect unimmunised children.

Snack:

Water and plain cow's milk/formula are encouraged. The centre does not provide food for children or drink bottles, this is the responsibility of parent/guardians. Snack and meal times will provide positive learning experiences for children who will be encouraged to develop healthy eating habits. Snack and meal times will be treated as social occasions to encourage good eating habits and an appreciation of a variety of foods. The staff will always sit with the children during snack times to interact with them, provide help where needed and set a good model for the children. Children will be supervised by a staff member at all

times while eating food to ensure that they do not feed their food to other children or fall into trouble eating their own food. Parents will be encouraged to support healthy eating.

Nappy changing and toileting:

The centre does not supply nappies, wipes or spare clothing. This is solely the responsibility of parents/guardian. If the child becomes soiled or has an accident and appropriate materials are not provided then the parents/guardians will be collected. *Staff are not responsible for soiled or wet nappies on arrival. Please advise staff on arrival as parents/guardians are permitted to enter crèche early to change soiled or wet nappies, if required.*

What should your child wear?

Children are required to wear enclosed shoes (excluding infants). It is important that children are in comfortable clothes that do not restrict their enjoyment or participation at the crèche. We do provide aprons but clothes can still get stained when children are involved in messy activities.

Late Collections

Parents/guardians who are unavoidably detained and are unable to collect their child at the negotiated collection time must ensure that crèche staff are aware. An additional fee will apply after crèche closing times.

Parent Participation

Parents are our biggest support. You are encouraged to become involved with the program of the Crèche and your ideas will be greatly appreciated. We are always happy to have people come into the Crèche with interesting things to show and share, sing, teach, and make with the children etc., especially activities of a multicultural nature. You can be involved by discussing your child's temperament, strengths, likes and dislikes with the educators. Even though a parent's life is very busy, we would appreciate a few minutes when you arrive and collect your child to talk about their participation in the program. To give the children the best opportunity for positive involvement in our program, crèche staff and families work hand-in-hand.

Settling your Child into the Crèche

When children first attend the crèche, the needs of both parent/guardian and child/ren will be respected. Children all react differently to being away from their families. We use a variety of strategies to help your child settle into our crèche. The educators will always tell you honestly how your child is. Be aware that some children settle quickly and others take longer. Regular attendance also helps a child to settle and make friends with other children at the Crèche.

Signing In and Out

Signing children in and out of the Crèche is a daily requirement. The sign in book is available at the door of Crèche.

Arriving at the crèche

Parent/Guardians or authorised person may enter the crèche during arrival and departure or they may choose to farewell the child/ren at the door. Over the past year we have had a lot of feedback from families regarding the door drop off method and how much easier it has made the transition for the children and themselves.

If you have not contacted the crèche and your child has not been collected 10 minutes after closing time, the crèche will attempt to telephone the parent/guardian, or if this is not possible telephone the emergency contact people to arrange for their immediate collection. If the child has not been collected 30 mins after closing time Crisis Care will be contacted and asked to take responsibility for your child.

Authorised Persons

The crèche's primary concern is for the safety and welfare of your child and will therefore only release your child into the care of the custodial parent or authorised persons identified on your child's enrolment form. Any changes to these authorities must be advised in writing to the crèche by the responsible parent/guardian as soon as possible. If the authorised person is not known to the crèche, proof of their identity preferably photo ID will be requested.

Family Access

We will work in partnership with families at all times and welcome you're input. Access for families and children to the centre will be non-discriminatory, will ensure the safety and care of children at the centre and will protect the rights of parent/guardians.

Communication with Parents

Staff will communicate with parents/guardians in a positive and supportive manner that encourages the parent-child relationship. Every effort will be made to treat both parents/guardians equally.

Custodial Issues

Where a child attending the crèche is not living with both parents, or where disputes arise in relation to responsibility for the child please notify educators and you will be given a copy of appropriate policy.

Termination of Care

In extreme circumstances it may be necessary to terminate a child's care. Exclusion of children from the crèche will only occur after all other avenues of communication and support have been exhausted and when:

- Professional advice confirms a child is in psychological danger as a result of an unusually prolonged inability to settle into care away from the parent.
- A child puts the majority of children at risk through inappropriate behaviour.
- The parent continually fails to observe Crèche hours of operation or fails to pay the required fee.

Complaint Procedures

Please let us know if you are not satisfied with any aspect of the service we provide for you and your child.

If you have a complaint or concern you may discuss your problem with the relevant staff member. If you still feel action is necessary after discussion with relevant staff, you can then take the matter up with the person in day-to-day charge. If you feel the problem is not resolved you may take the matter to the owner for resolution. All confidential conversations or discussions with families will take place in a quiet area away from children, other parents and staff who are involved.

Crèche Routines

The activities that happen at the centre are built around the daily routines.

Routines are built around the regular events of the day, for example on arrival, taking the attendance record, snacks/drinks, hand washing, and departure. We also take into account the developmental needs of individual children, children's attendance patterns, climate and physical environment, the numbers and ages of children within a given group, children with special needs, new children entering the group and parents expectations.

Personal Toys

The Centre provides a wide variety of sports equipment, games and toys for all children to play with, and would appreciate children leaving their personal toys at home.

We understand that many children would like to bring toys to the crèche, however if toys get damaged or lost at the crèche it can cause great distress for the child. If personal toys are brought to the crèche it is not the responsibility of the educators to chase up at the end of a session.

Activity Program

Our educators are supportive and encouraging, and communicate with the children in a friendly, positive and courteous manner to establish a warm and caring relationship with each child in their care. Educators are happy to discuss your child's participation in the program with you, and we encourage you to stay for a chat prior to taking your child home at the end of the day.

Children who attend our Crèche may participate in a range of activities that have been planned to reflect the children's interests and meet their developmental needs. Programs will be displayed in a position where parents/guardians and children are able to see them and can discuss any aspect of the program with educators.

Children with special needs

Our Crèche caters for children with special needs. All educators are qualified and trained to care for all children.

Referral to the SUPS worker or other professionals is made either directly by the parent/guardian or by the person in day-to-day charge after permission is given by the parent/guardian.

Special Events

We consider that special events that happen during the year provide an excellent learning and socialising opportunity for the children. Programs will reflect the cultural differences of all families using the service. The crèche will celebrate special events with the children that reflect the cultural heritage and ethnic origins of children attending the service. The crèche understands

that some parents may not wish their child to participate in some celebrations and therefore notice will be given through discussions of forthcoming celebrations, so that parents may choose whether their child will participate.

Birthdays

Children's birthdays are a special day that children like us to celebrate. If families wish for the crèche to celebrate their child's birthday they may provide a cake with a full list of ingredients. Crèche encourages store bought products.

Supervision

The Centre will maintain high levels of supervision of children at all time.

The educator:child ratios contained within the Standards of Operation Guidelines will be strictly adhered to at the Centre.

Guiding Children's Behaviour

Learning appropriate behaviour is part of your child's social development. Our educators aim to help children to be responsible for their own behaviour and to develop an understanding of what is appropriate in different situations.

We find following limits/rules necessary to protect the safety and well being of every child and ask families to reinforce these with their child. We respect the crèche and the equipment | We respect other people's feelings and their property | We use our manners at all times | We listen to all educators and children | We walk inside | We all help clean up the crèche.

Unwell Children at the Centre/Exclusion

The Crèche is not able to care for children who are ill. The following policy has been developed to protect your child and the other children attending the Centre.

It is important that the Supervisor be notified if your child has been unwell since last attending the Crèche.

In the case of your child becoming ill at the Crèche your child will be separated from other children and made to feel as comfortable as possible until you arrive. The person in day-to-day charge has the prerogative to call an ambulance or doctor if urgent medical attention is required. All medical and ambulance costs are the parent/guardians responsibility.

As a protection for all children and educators children with infectious diseases will be excluded from the Crèche in accordance with the National Health & Medical Research Council exclusion guidelines. If your child is unwell at home please do not bring him/her to the Crèche. Fevers, vomiting, diarrhoea or unexplained rashes are indications that a child should not be brought to the Crèche.

Medication

The giving of medication to children will be strictly monitored to ensure the child's safety and welfare. Crèche educators will only administer medication if the parent/guardian has completed and signed the Crèche authority to give medication form. Medication must be in date. Medication may be self-administered by a child with the direct supervision and where appropriate. Children with allergies require a SKY Risk minimisation and a Medical Management plan from the treating doctor on enrolment.

Occupational Safety & Health

The Company recognises its moral and legal responsibility to provide a safe and healthy work environment. This commitment extends to ensuring the organisation's operations do not place the local community or environment at risk of harm. We are a smoke free zone.

Safety drills

Safety drills will be practiced to ensure that children and educators are familiar with the procedures should an emergency occur. Emergency evacuation and safety drills will be practiced at the crèche with educators and children at least four times a year. Evacuation procedures are displayed on the Child Care Service Area and in the activity room.

Accidents

Despite every precaution accidents will occur at the Crèche from time to time. Accident, Illness, Trauma policy will be implemented to protect your child and keep you informed should an accident occur.

First Aid Qualifications

It is a requirement that all staff members have a current First Aid, CPR, Anaphylaxis and Asthma qualification.

Thank you for taking the time to read our Parent/guardian information. Please speak with the person in day-to-day charge if you require any further clarification or copies of any policies. Please note the above information is a snapshot only of our policies and procedures.

APPLICATION OF ENROLMENT OF CHILD

Confidential and subject to approval by supervisor

A parent or guardian or person with lawful authority in relation to the child **MUST** complete this form. This form must be used to collect the child's enrolment information as required in regulations. ***All sections must be completed before a child can be enrolled.***

Date: ____/____/____

Surname:	Given Names	D.O.B	Age	Male/Female
Address:				
Postal Address:				

If the Mother or Father are known you MUST still provide the details or tick unknown in Parent/Guardian 2.

<u>Parent/Guardian 1</u>	<u>Parent/Guardian 2</u> <i>Unknown</i> <input type="checkbox"/>
Full Name:	Full Name:
D.O.B	D.O.B
Address: (If different to child)	Address: (If different to child)
Phone: (H) (W) (M)	Phone: (H) (W) (M)
Email:	Email:

Does the child live with: Both ☐ Mother ☐ Father ☐ Other ☐ _____

COURT ORDERS

Are there any family court orders relating to the powers, duties, authorities, residence or responsibilities affecting the custody, care and/or access to the child No ☐ Yes ☐ **STOP, Must provide a copy of the original documents**

Parenting order means a parenting order within the meaning of section 64B(1) of the Family Law Act 1975 (Commonwealth).

Parenting plan means a parenting plan within the meaning of section 63C(1) of the Family Law Act 1975 includes a registered parenting plan within the meaning of section 63C(6) of that Act.

HEALTH INFORMATION

Name of doctor/Medical Service	Phone:
Address:	Medicare Number (If enrolled):

CHILD'S IMMUNISATION RECORD

Has the child been immunised? Yes ☐ No ☐ **Are the child's immunisations up to date?** Yes ☐ No ☐

The No Jab No Play law applies to approved and licensed early childhood education and care services in Victoria but not to casual occasional care services that offer care for each child of no more than 2 hours per day and no more than 6 hours per week. SKY Fitness Crèche is exempt from this law. Note: The child cannot attend crèche until immunisation history statement is attached to this Enrolment Form. If your child is not immunised you MUST still provide the same Immunisation History statement from Medicare/AIR. The statement will show the child is not up-to-date.

HAS THE CHILD BEEN DIAGNOSED WITH A MEDICAL CONDITION OR HEALTH CARE NEED?

No ☐ Yes ☐ STOP, Please contact SKY Fitness crèche to organise a risk minimisation plan

☐ Allergies/Sensitivities ☐ Anaphylaxis ☐ Asthma: ☐ Diabetes: ☐ Epilepsy: ☐ Other

Please provide details:

*If Yes, you must attach a copy of the action plan. The action plan must be signed by a medical practitioner and have a coloured photograph attached. If the child is diagnosed with the medical condition or health need requiring a device or medication the child must not attend the Crèche unless the child has the appropriate medication (auto injection device, asthma device, allergy medication, diabetes device or medication) with them. **THE CHILD CANNOT ATTEND WITHOUT THIS.** Crèche has copies of all action plans available, upon request.*

ASTHMA MANAGEMENT

If you wish to provide Crèche with an Asthma device but the child is not diagnosed with Asthma by a medical practitioner you must have the treating doctor write a letter outlining when the asthma device should be administered, the name of the device and any other relevant information.

CHILD'S BACKGROUND

Does the child have any dietary restrictions: Yes ☐ No ☐

If yes, provide details: _____

Does the child have any special needs: Yes ☐ No ☐

If yes, provide details and any management procedure to be followed with respect to the special needs:

LANGUAGE:

Is there language spoken at home other than English: Yes ☐ No ☐ If so what language: _____

CULTURAL BACKGROUND OR RELIGIOUS NEEDS, IF APPLICABLE:

CONSENT STATEMENT

I give permission for my child to be photographed by Sky Fit' Crèche staff for the service use only Yes ☐ No ☐

I give permission for my child to be photographed/and or videotaped for media reportage Yes ☐ No ☐

I give permission for Sky Fit' Crèche staff members to inspect my child's hair for head lice Yes ☐ No ☐

TOILET TRAINING

Is your child toilet trained? No ☐ Yes ☐ If yes, what stage are they at? _____

CHILD'S LIKES AND DISLIKES

What are your child's likes and dislikes? (Example. Fears are important to us) Please feel free to list any details about your child that will assist with our program and make your child's stay with us a happy one.

Details of person/s that has consent to authorise collection, administration of medication, authorise medical treatment, notify and care for child and who can authorise an educator to take the child outside the education and care services premises. *There may be times when the child may need to be collected, delivered or may have an accident, injury, and trauma, require medication administered or illness and the parents/guardians/persons with lawful authority cannot be contacted. In order to care for the child and deal with these situations the children's service will notify the one of the following people who are authorised and can provide consent. Other consent may be given to an educator for the purpose of any of the following: to authorise medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and transportation of the child by an ambulance service or authorisation given under regulation 71 for the service to take the child on regular outings.*

Full Name: CANNOT BE PARENT/GUARDIAN	Full Name: CANNOT BE PARENT/GUARDIAN
Phone: (H) (W) (M)	Phone: (H) (W) (M)
Address	Address
Relationship to child:	Relationship to child:

MUST PROVIDE ATLEAST TWO PERSONS OF CONTACT. *If you are unable to provide two contacts please complete the statement below.*

I (full name), _____ am not able to provide additional contact details of an authorised person/s in the event that SKY Fitness Crèche are unable to contact the Parents/Guardians/Person with lawful authority. SKY Fitness Crèche will adhere to company policies and procedures, if a situation is to arise that Parents/Guardian/Persons with lawful authority cannot be contacted. Signature: _____ Date ____/____/____

OPTIONAL AUTHORISATION TO COLLECT

Note: SKY Fitness Crèche will not allow any person to collect your child other than those listed below. Any change will only be accepted by written authority by the parents/guardians/person with lawful authority. This may include another SKY FITNESS member or a gym partner.

Full Name:	Full Name:
Phone: (H) (W) (M)	Phone: (H) (W) (M)
Address	Address
Relationship to child:	Relationship to child:

CONDITIONS

By enrolling my child I agree to the following conditions:

1. Child is only accepted into the crèche from 8 weeks to 8 years of age.
2. I am willing for my child to participate in all activities offered in the crèche. I agree it is my responsibility to familiarise myself with the program and to advise the crèche in writing if I do not wish my child to participate in a particular activity.
3. Although every care will be taken, crèche Staff are free from all responsibility for accidents or loss of property in connection with any child's participation.
4. The Centre reserves the right to exclude child from the Crèche for misbehaviour that is deemed inappropriate. **NOTE: in the event of suspension or expulsion from the Crèche, it is the parents' responsibility to have the child collected immediately.**
5. The Centre reserves the right to refuse any child or person entry to the Crèche.
6. I agree to adhere to session times and will not exceed these times.

AUTHORISATION

In the event of an accident or illness suffered by my child, I understand that the staff of the SKY Fitness Traralgon Crèche/Childcare service will try their best and contact me the parents/guardian. When it is impractical or impossible to communicate with me the parent/guardian, I authorise the Crèche/Childcare staff to obtain on my behalf, such medical, surgical treatment or Ambulance service as may be deemed necessary and in the best interest of the child. I also agree to pay any expense associated with the treatment given to my child/ward.

DECLARATION

I declare that the information above is complete and accurate, and I have read, understood and agree to the conditions outlined above.

I understand and agree that all times my child shall be at my own risk and I will not hold the Company, the centre or its staff liable for any personal injury which may result to my child or loss of property except for any liability by the Company if it fails to render its services with due care and skill or supplies any material in connection with those services which is not reasonably fit for the purpose for which they are supplied.

Confidentiality of Enrolment Records

The proprietor of the children's service must ensure that information in the child's enrolment record is not divulged to another person unless necessary for the care or education of the child, to manage medical treatment of the child, where expressly authorised by the parent or prescribed in the Children's Services Regulations 2020

The Education and Care Services National Law Act 2010 (National Law) and the Education and Care Services National Regulations 2020 (National Regulations) use some different terminology from that used in the Children's Services Act 1996 and the Children's Services Regulations 2020.

"Lawful Authority" is not referred to in the National Law or the National Regulations. Instead there is a reference to 'parental responsibility'. The term is referred to in the definition of parent in the National Law (above) and is defined in the Family Law Act 1975 as "all the duties, powers, responsibilities and authority which, by law, parents have in relation to children".

PARENTS: All parents have the powers and responsibilities in relation to the children that can only be changed by court order. These refer to all the duties, powers, responsibilities and authority are referred to as parental responsibility. It is they are not affected by the relationship between the parents, such as whether or not they have lived together or married. A court order may take away the authority of a parent to do something, or give it to another person.

GUARDIANS: A guardian of a child also has parental responsibility. A legal guardian is given parental responsibility by a court order. This includes situations where a child does not live with his or her parents and there are no court orders. In these cases, the guardian is the person the child lives with who has day-to-day care of the child.

PARENTAL RESPONSIBILITY: A person other than a parent can be allocated parental responsibility, that is, all the duties, powers, responsibilities and authority which, by law, parents have in relation to children, under a decision or order of a court.

AUTHORISED NOMINEE means a person who has been given permission by a parent or family member to collect the child from the education and care service or the family day care educator.

FINAL STEPS

I have completed and acknowledge the below requirements;

- ☐ Enrolment Form completed (1 per child).
- ☐ Attached a photocopy of the Immunisations History Summary **from Medicare/AIR**
Note: The "As at" date on the immunisation history statement cannot exceed 8 weeks at the time of enrolment.
- ☐ Purchased a crèche card (\$25 pass minimum.)
- ☐ If applicable, attached a copy of any Court orders, Allergy/Asthma/Anaphylaxis action plans and/or risk minimisation plan.
- ☐ Completed the "About me"?
- ☐ I, have read the parent information and understand my responsibilities.
- ☐ I, accept the conditions of enrolment and declaration

If any of the above information is not provided on the day of the child attending, your child will not be able to stay.

Signature _____ Date: __/__/__

Office use only

Staff member accepting enrolment: _____ Date: __/__/__ Has the child health record been sighted? Yes ☐ No ☐

Enrolment Form – Crèche/Childcare

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All About Me

Full name

This is

Photo or Drawing

ME

I Live In

Suburb or type of house



My Birthday is..



Health needs:

Allergies, Sensitivities, Dietary requirements or Special needs?

My Family

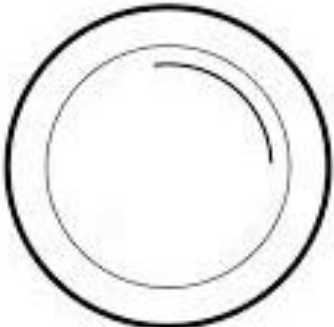
Photo or names of my family members

Things I like...

Hobbies, Sports, Interests



My Favourite....



Colour

Food

Movie or Book Date:

Language

Speak any other language?