

Naturaliste Community Centre Crèche



Thank you for enrolling your child/children at NCC Crèche.

Please read the following information carefully.

Welcome to the Naturaliste Community Centre Crèche. We offer a safe indoor and outdoor facility for children 8 weeks of age to 5 years of age. Babies are classed as 8 weeks to 12 months of age and the number of babies in the crèche at one time is limited as per daily booking sheets.

Open hours are:

Mon—Fri 8.45am—10.45 am

Sat 7.45 am—10.00am

When using the crèche facilities the parent/guardian must remain in the building at all times.

Enrolments

An enrolment form is on the reverse of this sheet for completion and return to the Centre reception or the crèche. Enrolment forms must contain all relevant information relating to personal, medical and custodial details for each child., parent or guardian and emergency contacts along with any special requirements relating to that child.

Bookings will not be accepted until you have completed the enrolment form in full and returned it to Centre staff.

Please note that it is up to you as the parent/carer to update this information if your details change.

Bookings

Creche bookings are accepted up to 7 days in advance.

Cancellations

Due to restricted attendance places in the creche, prior cancellation of your booking is essential if you are unable to attend. You will be charged for crèche bookings that are not utilised unless prior notice of cancellation has been provided.

We do ask that you notify Customer Service of any cancellations 24 hours in advance, where possible. This enables us to offer unwanted places to others on the waiting list. Alternatively please call after

8.30am on the morning of crèche booking.

What to Bring to NCC Crèche

- Healthy snack for morning tea of fruit, dried fruit or vegetables only. Nuts are not permitted.
- Bottle or a drink.
- A favourite toy or dummy
- A bib for feeding
- A change of clothes
- Nappies or spare underwear for toilet trainers
- A coat for outdoor play (cold weather).
- A hat and sunscreen for outdoor play
- A pram or stroller for infants/younger children.
- If your child requires nappy rash creams or medication please notify staff on arrival and they will ensure they are kept out of reach of any children.
- Parents of children with asthma, anaphylaxis and other medical conditions are required to provide action plans from a medical practitioner and medication provided at time of enrolment.
- **Please note - EDIBLE NUTS ARE NOT PERMITTED IN THE CENTRE. Please do not bring any food containing nuts.**

Please ensure all items are labelled with your child's name.

Arrival and Collection of Children

First time crèche users should arrive at least 10 minutes prior to their booked times to meet crèche staff, discuss any special requirements of your child and ensure all details on the enrolment form are complete.

On arrival parents are asked to sign their child in and out on the attendance record.

Uncollected Children

Any child not collected at the nominated finish time of the crèche will be charged a late fee of \$7.00 each 10 minutes late, or part thereof.

Behaviour Management

Where necessary, staff will guide and redirect a child to another activity if he/she is seen to be causing harm or stress to the safety and well being of themselves and other children in attendance at the Crèche.

Should a child show signs of distress for more than 10 minutes the parent/guardian will be notified to collect their child.

Outdoor Play

We have a fantastic outdoor area and in the warmer weather please ensure you provide a hat and apply sunscreen to your child prior to your arrival.

PLEASE COMPLETE ENROLMENT FORM

OVERLEAF

I have read and agree to abide by the above:

Parent / Guardian Name and Signature

Date

Confidential Parent/Guardian Enrolment Form

NCC Crèche Number

Naturaliste Community Centre, 21 Dunsborough Lakes Drive 6281
Telephone: 9755 3966 Email: NCC@busselton.wa.gov.au

Creche First Admission Date: / /

Child

Name of Child: _____ Date of Birth: / /

Address: _____ Suburb: _____ Postcode: _____

Male Female

Parent/Guardian 1

Name: _____ Relationship to enrolled child: _____

Telephone (H): _____ Telephone (M): _____ Telephone (W): _____

Parent/Guardian 2

Name: _____ Relationship to enrolled child: _____

Telephone (H): _____ Telephone (M): _____ Telephone (W): _____

Emergency Contact In the event of an emergency, provide contact person for collection of your child)

NAME: _____ Relationship to enrolled child _____

Address: _____ Suburb: _____ Telephone: _____

Immunisation – YES NO Current as of (Year) : / /

Any medical history or past illnesses?

Provide further details:

Any Dietary Restrictions?

Any allergies (including medication, food and drink?)

Has your child been diagnosed as at risk of anaphylaxis reaction?

Action plan attached Yes No

*** Please note enrolment form not accepted without medical action plan where required.**

General health —Please indicate if you child is experiencing any of the be: (tick box)

<input type="checkbox"/> Hearing	<input type="checkbox"/> Croup	<input type="checkbox"/> Convulsions	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Sleeping
<input type="checkbox"/> Behaviour	<input type="checkbox"/> Sight	<input type="checkbox"/> Lack of energy	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Hyperactive
<input type="checkbox"/> Physical Skills	<input type="checkbox"/> Pants Wetting	<input type="checkbox"/> Ear infection	<input type="checkbox"/> Skin Problems	<input type="checkbox"/> Asthma

Any other medical conditions (please specify) _____

Any Excessive Fears?

Has your child previously attended Kindergarten Playgroup Day Care

Is there anything else we should know about your child, to assist with their safety and wellbeing? (Toilet trained, breast or bottled fed etc)

Do you give permission for your child to be photographed by centre staff whilst participating in crèche activities? Photos may be used for promotional purposes . Yes No