Geographe Leisure Centre
Crèche Policies

City of Busselton
Geographe Leisure Centre

Thank you for enrolling your child/children into the GLC Crèche

Please read the following information and acknowledge your understanding

Welcome to the Geographe Leisure 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 18 months of age and only 8 babies at a time are accepted.

Open hours are:

Mon—Fri 8.45—12.00 noon

Sat 7 am—10.30am

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

Enrolments

All children attending the crèche must be re-enrolled each term.

You are able to collect an enrolment form from the Centre at any time and return the form to reception or the crèche prior to making a booking. 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 handed it to the crèche supervisor.**

Bookings

* Members can book up to 7 days in advance

(Members include those enrolled in our programs such as LTS & Netball)

- **Casuals can book 2 days in advance**

As the crèche is a limited care service it is preferable to limit crèche attendance to one session as above. If you would like to attend more than once session please speak to the crèche supervisor on the day.

No Pay No Play

A casual pass to the crèche is available per session (1.5 hours), please pay at Reception prior to entering crèche.

Discount cards are available from Reception.

We are unable to give credit.

Cancellations

Due to high demand and limited crèche availability, cancellation of your booking is essential.

GLC Crèche enforces a strict 2 hour cancellation policy. Failure to cancel at least 2 hours prior to your session time will incur the cost of your original booking (extenuating circumstances will be considered).

We do ask that you consider other crèche users and notify Customer Service of any cancellations at least 24 hours in advance where possible. This enables us to offer any unwanted places to others on the waiting list.

What to Bring to GLC Crèche

- Healthy snack for morning tea of fruit, dried fruit or vegetables only.
- 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.
- Asthma and anaphylaxis action plans and medication must be provided at time of enrolment.

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

Arrival and Collection of Children

It is essential to arrive and depart according to your booking times.

First time crèche users should arrive 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.

Parents are required to adhere to their booking. This will enable the crèche to operate smoothly during transitional times.

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 time but still within normal operating hours of the crèche will be charged a late collection fee of $6.20.

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 stress 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.

NEW TO THE CRECHE?

PLEASE COMPLETE ON-LINE ENROLMENT FORM