

# Crèche care information sheet

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## **Welcome to our crèche service at Madeley Primary School for Triple P course.**

So we can provide a safe and happy environment for you and your child we ask you to note the following requirements.

### **Crèche hours:**

The Triple P course will run from 1.15pm-2.45pm.

The Crèche will be open from 1.00pm and 3.00pm. Please make sure you drop your child(ren) off between 1.00pm and 1.10pm.

### **What to bring:**

- A healthy snack (e.g. fruit or sandwich) (Please NO nuts or nut products) and drink of water for your child.
- A hat and sunscreen for outside play
- Spare nappies and wipes if child is in nappies
- For younger children - a pram / stroller or similar (e.g. bouncer or portable bassinet for a nap/rest.
- A change of clothes
- Optional – a favourite toy or cuddly to provide comfort (make sure it's labelled and take these with you at the end of session.

### **What to do:**

- Complete a 'Child information sheet' (one per child) and provide to Crèche worker upon arrival.
- Sign the child attendance sheet when you arrive and depart.
- Label all your child's belongings (e.g. bottles, bags, snack containers).

### **Responsibilities:**

- Parents must always stay on the school premises while using the crèche care and must be able to attend to their child's needs if required.
- If a child is upset, requires feeding, needs to go to the toilet or have a nappy changed and crèche staff are unable to attend to those needs in a timely manner, the parent will be asked to return to the crèche.
- Parents must immediately return to the crèche to attend to their child if requested to do so by crèche staff
- Parents are required to directly supervise their children before and after the booked attendance crèche care times.
- **Parents need to notify the crèche care when their child will NOT be attending.**

### **Sickness:**

- Children cannot attend crèche when they are sick
- Children will be returned to parents if they become sick during care
- Medication cannot be given to children by crèche care staff.

***We hope you and your child enjoy our crèche. If you have any queries please call 9302 3611***