

Thank you for enrolling your child/ren into our Aqualink Childcare Services.

Please read the following information carefully.

Children from the age of 6 weeks to 12 years of age can attend Aqualink childcare.

Our childcare centres are open Monday to Friday: 9am – 1pm:

SESSION 1: 9am – 10:25am	SESSION 2: 10:30am – 11:55am	SESSION 3: 12pm – 1pm
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There are two types of childcare services:

Crèche – a service for the users of Aqualink to enable time out for health and fitness needs. Parent/guardians must remain in the centre for the duration of their child/ren session and be using an Aqualink service or program.

Occasional care – a service for parents wishing to pursue outside activities whilst your child/ren are in our care.

Parents can book crèche and/or occasional care for one, two or all three sessions.

Our Aqualink childcare centres are registered with the Department of Education and Training.

BOOKINGS AND CANCELLATIONS

An enrolment form must be fully completed and submitted to Aqualink prior to the commencement of care.

- You can call/visit Aqualink during opening hours to book into childcare.
- Members can book up to seven days in advance.
- Non-members can ring the centre after 6pm on the evening prior to their preferred session.
- If you cancel after 8am or fail to notify Aqualink you will be charged a cancellation fee. If you wish to rebook for this session the following week, you will need to call Aqualink at the completion of the session.
- If you are on the waiting list, you need to call Aqualink at the end of the session each week to either gain a spot or continue on the waiting list. You will not be automatically transferred.

WHAT TO BRING

- Ensure clothes are appropriate for the weather conditions (e.g. SunSmart - covering shoulders and back, no singlets or shoe string straps).
- Please dress your child/ren in clothes that are suitable for all childcare activities, including 'messy play'.
- For outdoor play, a hat that protects the child's face, ears and neck, and sunscreen (already applied), during SunSmart period.
- A coat for outdoor play during colder months.
- Wear appropriate footwear (no thongs, Crocs or slides).
- A bib for feeding.
- A change of clothes (especially extra underwear if your child is toilet training).
- An adequate supply of nappies and wipes.
- A pram or stroller for infants/younger children (if required).
- A healthy snack for morning tea (and lunch if required) and drink bottle. Please ensure all containers are labelled. Please be aware that nuts or nut products (e.g. peanut butter, Nutella) and eggs are not permitted in our childcare facilities.
- Any comfort item that your child might need e.g. dummy, teddy, blanket (other toys are discouraged from being brought into our service as loss or breakage of toys can cause distress to your child).

ARRIVAL AND COLLECTION OF CHILDREN

- All parents must pre pay at reception before entering our childcare rooms and provide the childcare educators with the receipt for each session.
- It is essential to adhere to your booked session times to enable our childcare program to operate smoothly during transitional times and to ensure we maintain our child:staff ratios.
- Late pick up of your child may result in an additional fee.
- On arrival, parents are to sign in all children on the attendance record and sign out all children on departure from our childcare service.
- Children will not be allowed to leave our childcare service with persons other than those authorised on the enrolment form. Parents are required to inform childcare educators if there is a change to the person collecting their child.
- All children must have their full name recorded individually on the attendance record (no 'dittos').
- When entering or leaving our childcare room, please ensure you open and close one door at a time and take care as there are children in the area (do not prop doors open).

BEHAVIOUR MANAGEMENT

Where necessary, childcare educators will guide and redirect a child to another activity if their behaviour is seen to be causing harm or stress to the safety and wellbeing of other children or themselves.

Childcare educators will use verbal communication with the child and the parent/guardian will be informed about strategies for managing challenging behaviour implemented by childcare educators.

FEE STRUCTURE

		MEMBER	NON-MEMBER	FAMILY (3+)	10 PASS (MEM ONLY)
CRECHE	SESSION 1 OR 2	\$6.60	\$9.50	\$13.20	\$59.40
	SESSION 3	\$5.50	\$8.30	\$11.00	\$49.50
OCCASIONAL CARE	SESSION 1 OR 2	\$11.20	\$11.20	\$22.40	\$100.80
	SESSION 3	\$9.70	\$9.70	\$19.40	\$87.30
CANCELLATION FEE (PER SESSION)		\$4.00			

NB: Childcare Rebate (CCR) is not applicable to Aqualink childcare services.

EVACUATION INFORMATION

In the event of an incident or emergency, your child may need to be evacuated from our childcare services. If the entire centre needs to be evacuated you will hear an announcement over the PA system that will ask you to follow the instructions of your Area Warden. You are not to collect your child at this time.

The childcare services conducts regular practice evacuation drills throughout the year to enable childcare educators and children to be familiar with this process.

In the event of an emergency, all children will be evacuated to one of the designated evacuation areas and can be collected from this point. Parents must sign their child/ren out from the attendance record at this time.

ASTHMA

If your child has been diagnosed with asthma, you need to inform childcare educators and record details on the enrolment form. You must provide a Medical Management Plan (completed by GP) with your child's photo attached and ensure you bring your child's medication when attending. All asthma medication needs to be labelled with your child's name (including their spacer). A Risk Management Plan will need to be completed with childcare educators prior to your child commencing care.

ANAPHYLAXIS/ALLERGY PLAN

If your child has been diagnosed as at risk of anaphylaxis or has a diagnosed allergy you will need to inform childcare educators and record details on your enrolment form. Please provide childcare educators with a coloured copy of your child's Medical Management Plan (completed by a GP) with your child's photo. A Risk Management Plan will need to be completed with childcare educators prior to your child commencing care. It will be your responsibility to drop off and pick up your EpiPen/medication each time you attend childcare at Aqualink, as well as sign in and sign out your EpiPen/medication on the attendance record.

CHILD CARE HEALTH

The health and safety of children using our childcare services is of primary concern to all educators and parents.

Aqualink will not permit entry of a child into our childcare service if he/she has any of the following conditions:

- A fever of more than 38 degrees.
- Been prescribed antibiotics for an acute illness on the day of the session. Your child should be kept at home for at least 24 hours.
- Diarrhoea and/or vomiting. Your child should be kept at home for at least 24 hours once symptoms cease.
- Conjunctivitis: Redness of the eyes, yellow discharge and watering.
- Unidentified rashes.
- Symptoms of any infectious disease in the Exclusion Table (displayed at the entrance of childcare rooms and on the Aqualink website www.aqualink.com.au).

Children who are ill or who have a contagious condition are not permitted to attend childcare. The period of exclusion will vary for each condition and will be at the discretion of the childcare educators, providing a doctor's certificate is not withstanding. If your child does have an infectious disease, parents are asked to notify the childcare educators, so other families can be informed about the illness. Children will be excluded if they are suffering from an infectious disease/condition as listed in the Exclusion Table.

If a child becomes unwell after arriving, parents will be notified immediately, and arrangements will need to be made for the child to be picked up from our childcare service as soon as possible. Every effort is made to make the sick or infectious child comfortable, and the child remains in close observation at all times, until he/she is picked up. Aqualink does not have the capacity to care for ill children for prolonged periods.

IMMUNISATION

Under the 'No Jab, No Play' legislation, all child/ren attending an Early Childhood Service are required to provide the service with evidence that their child continues to be up to date with immunisations. An *Immunisation History Statement* from the Australian Immunisation Register (AIR) is the only acceptable form of evidence. Parents must provide a copy of their child's *Immunisation History Statement* with their enrolment form.

To obtain a copy of your child/ren's *Immunisation History Statement*, you can:

- Contact the Australian Immunisation Register Ph: 1800 653 809.
- Print a copy from your MyGov account.
- Visit a Medicare or Centrelink office.

Parents should provide Aqualink with an up to date evidence of immunisation as soon as practical after their child receives a vaccination, or in response to a request from our Crèche Coordinator.

If you are experiencing difficulty meeting this obligation, please discuss this with our Crèche Coordinator as soon as possible.

NB: Please note: Information on *No Jab, No Play* legislation can be found at www.betterhealth.vic.gov.au/no-jab-no-play

Further information regarding our childcare procedures is available in our Childcare Services Policy Manual. A copy is available at each centre or please speak to the Childcare Coordinator.