

Warnbro Community and Family Centre Crèche Terms and Conditions

If a parent/guardian brings a child or children to crèche and they had not previously advised of the child/ren's attendance by submitting their Warnbro Community and Family Centre Crèche – Child Information Sheet. The crèche worker is to advise the parent/guardian that the child or children concerned will not be given a place until the start of the program and the final numbers for the crèche session are known.

- The crèche worker is to advise a Warnbro Community and Family Centre Coordinator at the earliest opportunity, that there are more children than anticipated.
- If, at the start of the program, the staff: children ratio has not been exceeded, then the child/ren may be admitted to the crèche.
- If at the start of the program, the staff: children ratio has been exceeded, then the crèche worker is to advise that the child/ren may not be admitted to the crèche.
- If the parent/guardian is unhappy with this outcome, a member of the crèche staff is to direct him/her to a Warnbro Community and Family Centre Manager or Programs Officer. Warnbro Community and Family Centre staff members or volunteers working in the crèche may not use the crèche for Children in their Care unless previously authorized by the Centre Manager or Programs Officer.

Admissions and Exclusions

- If a parent/guardian brings an obviously sick child to crèche:
- Crèche staff is to advise they cannot attend crèche while ill due to the risk of cross-infection.
- The parent/guardian is to be reminded of the Terms of Use of the Crèche service as stated on the Warnbro Community and Family Centre Crèche – Child Information Sheet below.
- If parent/guardian is unhappy with this outcome, a member of crèche staff is to direct him/her to a Warnbro Community and Family Centre Manager or Programs Officer.
- If the parent/guardian is attending a fee-paying course (and they have already paid the fee), the Warnbro Community and Family Centre Manager will refund the amount for the missed session.

If a child falls ill / shows signs of illness while in crèche.

- The child is to be quarantined from the other children by removing them from the group (but not from the crèche premises).
- A crèche worker is to immediately notify the parent/guardian to pick up their children.
- If the parent/guardian is attending a fee-paying course, and the session is less than halfway through, the Warnbro Community and Family Centre will refund the amount for the missed session. If the session is more than half-way through, no refund will be issued.
- If the parent or guardian is not available, the emergency contact listed on the Warnbro Community and Family Centre Crèche – Child Information Sheet is to be notified.
- Incident form to be completed available in the Parent Information file.

ACCEPTANCE OF CONDITION OF USE

- I accept that I must stay at Warnbro Community and Family Centre premises of the crèche while my child attends.
- I understand that I am at all times responsible for my child while he/she attends the crèche.
- I understand that I must immediately return to the crèche to attend to my child should I be requested to do so by crèche staff.
- I consent to medical treatment being obtained for my child in an emergency.
- I will not bring food which contains nuts into the crèche.

Please sign below to agree to these terms & conditions.