

## CHILDMINDING CONDITIONS OF USE

### CONDITIONS OF ENROLMENT

Childminding is available to children of members (unless membership is suspended) and casual users of the centre(s) during the hours advertised on the current Group Fitness Timetable (Times are subject to change).

- Morning childminding is available for children aged 8 weeks – 6 years from 9.15am – 11.45am Monday to Friday.
- The ratio of carers to children is 1:12, with a maximum of three children under the age of 20 months permitted to be booked into a session.
- Parent/Guardian is to fill out a *Childminding Application* form for every child to be booked and given to the minder on the child's first visit.
- Current immunisation to be shown to Creche Worker on their first visit.

### BOOKING

- Morning childminding must be pre-booked and may only be booked up to one week in advance.
- Bookings may not be accepted after 8am on the day, depending on ratios.
- Casual users must pay the casual rate for each child as per current fees and charges
- Members **may only book their own child(ren)** into childminding.
- Their childcare assistant is responsible for the booking register during shift. Outside these hours, Customer Service Officers are to log the booking (i.e. parents are not to complete the register).

### CANCELLING

- Parents must call by 8am if wishing to cancel a morning booking on the same day -failing to provide this notice will incur a \$5 fee per child (payable on your next visit). Members will be placed on default, and not allowed to utilise the facility, until the fee is paid.
- If a child does fall sick within the hour of their booking, and notification is provided, a doctor's certificate must be presented to waive the \$5 cancellation fee.

### ARRIVAL / DEPARTURE

- Parents must collect a booking/payment receipt from reception and present it to the carer on duty.
- Parents/Guardians must strictly adhere to the advertised childminding hours
- All children must be signed in by their parent/guardian on arrival to the childminding room and signed out when leaving. Please ensure you fill in all details requested on the form.
- When arriving and leaving the crèche room, please inform the carer.
- Authorised persons only nominated on the childminding application form ID section will be permitted to collect the child.
- Children will only be able to depart with the parent who had signed them in on arrival, unless prior arrangements have been made in writing.
- Parents are not permitted to leave the centre whilst their child(ren) are in childminding.

### MEDICATION/ ADDITIONAL CARE/ GENERAL

- Please ensure all children's possessions are clearly labelled, including food and drinks. If your child is on medication please ensure that you complete the *Medication Authorisation* booklet.
- Medication is to be given to the carer on duty and not to be left in the child's bag.
- In case your child's nappy requires changing, you will be called from your activity to change it.
- The carer has the right to refuse any child who is sick or appears to have any illness/condition that may be transferred to other patrons/children.
- In case of an accident, the parent will be notified as soon as possible. Further medical assistance will be sought by staff of Fairfield City Leisure Centres if deemed necessary. **Note:** ambulance fees/ medical fees will be the responsibility of the parent of the injured child.

- No feeding of bottles or food unless it is something a child can manage themselves. Fluids including water , fruit juice cordial etc may be taken in the crèche for the child to drink.
- Parents to be advised that when children are crying, every attempt will be made to soothe them. The carer should be made aware of any special settling methods that the child prefers e.g. Dummy, Rocking the pram, patting the child etc. If this fails and a child does not settle, parents will be called after 5-10 minutes.
- Parents must bring prams for children that are not currently walking and /or **under the age of 20 months. Creche workers may be required to request an extension of this depending on risk assessment of behaviours.** This is due to the ratio numbers and the size of the room.
- Creche workers may make the decision for children to be required to remain in their pram for part or all of their visit eg. When eating, if craft activities are taking place or due to disruptive behaviours.
- If a child is displaying behaviour which is causing disruption or distress to other children they may be placed in timeout for a short period of time (5 to 10 minutes). If this fails and a child continues to behave in a manner that requires one on one attention from a staff member parents will be called and may be requested to remove the child.
- No responsibility is taken by staff if any valuables are left in the room.

**Please be aware that the following food items will not be permitted in the crèche:**

**Seafood** (eg: all fish products such as: tuna, salmon, prawns, calamari & crab)

**Eggs**

**All Nuts**

**Peanut Butter & Nutella**

This is consistent with childcare centres throughout NSW and is essential in the prevention of Anaphylaxis reaction from some children. An Anaphylaxis reaction can result in a serious fit causing long term damage to the child.

No small type lollies or toys are to be taken into the crèche as this can be a potential choking hazard. It is recommended that pop top lids are removed from bottles.

Thank you for your understanding in the matter and believe that this step will assist in making the crèche safer and available to all children.