

## **MMT Crèche Parent Information**

Thank you for enrolling your child/children at the MMT Crèche. Please read the following information carefully. This is an unlicensed crèche under the exclusion criteria specified in regulation 4(2) of the Child Care Services Regulations 2007, which means that:

- The crèche is open only to children of MMT staff or students enrolled in MMT courses.
- Children must be 2 months or older.
- You can book your child for up to 2 x 3 hour sessions for Crèche per day, with a minimum break of 1 hour between sessions.
- There is maximum attendance time of 12 hours per week per child.
- Parents/guardians must remain at MMT's premises for the duration of the crèche session.

### **Conditions of Service**

When enrolling a child in the MMT Crèche, the parent/guardian agrees to the following conditions:

- Comply with the criteria specified in regulation 4(2) of the Child Care Services Regulations 2007, as listed above.
- Stay within MMT's premises while the child attends the crèche.
- Be responsible for the child at all times while he/she attends the crèche.
- Immediately return to the crèche to attend to the child should they be requested to do so by crèche staff.
- Attend to toileting and feeding needs of the child.
- Consent to medical treatment being obtained for my child in an emergency.
- Consent to the child being removed to a designated safe meeting point in the case of an emergency evacuation/drill.
- Disclose all relevant information to crèche staff, including health status of the child and any allergies.
- Check child in/out promptly at the booked time.

### **Session Times**

MMT will run two sessions daily from Monday to Friday:

- Session 1: 0900h-1200h
- Session 2: 1300h-1600h

### **Bookings and Cancellations**

Bookings are essential, and must be made in person. You may only book one session at a time. Places are limited, and priority will be given to children who have a good attendance record, sibling groups, and according to need.

MMT's crèche adheres to the following priority of access as set out by the Government:

- Priority One –A child at risk of serious abuse or neglect.

- Priority Two-A child of a single parent who satisfies, or of parents who both satisfy the work/ studying/ training study test under section 14 of the Family Assistance Act.
- Priority Three -Any other child.

#### Bookings policy:

- Children must be delivered to the crèche 15 minutes before the session starts, to allow time for settling in, if required.
- It is essential you arrive and depart according to your booked time. If you fail to arrive by the booked time, the booking will be cancelled and offered to the next person on the waiting list.
- You must attend the crèche on the day of your booking to be eligible to re-book a session.
- If you cancel after 8:00am on the day of your booking, or fail to notify the crèche of a cancellation, you will be charged a cancellation fee.

#### Fee Structure

- Staff fees:
- Student fees:
- Concession fees:

#### What to Bring

- Bring clothes that cover the child's shoulders and back (no singlets or shoe string straps).
- Please dress your children in clothes that are suitable for all crèche activities, including 'messy play'.
- A hat that covers the child's ears and neck (required all year round), sunscreen (already applied) or a coat for outdoor play, depending on the season and weather forecast.
- Appropriate footwear (no thongs or slides).
- A bib for feeding.
- A change of clothes.
- Spare nappies and wipes or suitable underwear pull-ups for toilet trainers.
- A pram or stroller for infants/younger children.
- A healthy snack for morning tea.
- If your baby normally has a dummy, please make sure that it comes with them to Crèche. We want your baby to feel as settled as possible whilst in our care.
- Pre-made bottles your child may need during their stay. Please note that there are times when staff are unable to give children bottles if there are a number of children in our care, and the parent/guardian will be asked to attend to their child's feeding needs.
- We ask that children keep their own toys at home as they may contain small pieces, get broken or cause problems within the group. However, comforting toys are welcomed. *Staff are not responsible for these toys or any other valuables left in Crèche.*
- Drinks should be labelled and in a drink bottle or cup with a lid to prevent spills. We do not permit poppers.

**Please be aware that products that contain nuts or raw eggs are not permitted in the crèche. These products will be confiscated, and the parent/guardian will be contacted to arrange a suitable snack for the child.**

## **Arrival and Collection of Children**

All parents/guardians must pre-pay at reception before entering the crèche and provide the crèche staff with the receipt for each session, and follow the guidelines below:

- When entering or leaving the crèche, please ensure you close the first door behind you before opening the second door.
- Drop off and pick up times must be recorded for each visit. On arrival, parents/guardians must sign in all children on the attendance record, and sign out all children on departure from the crèche.
- All children must have their full name recorded individually on the register (no 'dittos').
- When a child is checked into the crèche, parents/guardians must inform caregivers of their exact location within the facility, e.g., classroom, meeting room.
- Parents/guardians are asked to adhere to their booking times, to enable the crèche to operate smoothly during transitional times.
- Children can only be checked out of the crèche by the parent/guardian who checked them in, unless alternative arrangements are made on the day for an authorised adult (as listed on the enrolment form) to pick them up. Parents/guardians must notify the crèche staff in writing of alternative pick up arrangements when checking the child in on the day.
- If a child remains uncollected within 30 minutes of collection, MMT will contact the emergency contact recorded on the child's enrolment form to arrange pick up.
- If the family day care educator is unable to contact the parent or authorised persons within a period of two hours after the booked times, MMT will contact Crisis Care to arrange custody of the child.

**Please note that if you are, or seem to be, intoxicated or under the influence, crèche staff may notify the police.**

## **Settling Your Child**

At MMT Crèche we strive to build a positive relationship with the children within our care and hope that they will eventually feel safe and secure at crèche. However, on occasions they may become distressed, especially if they have not spent much time away from mum and dad.

In the event of your child becoming extremely distressed, he/she will need your support. In this event we will contact you in the interest of your child's welfare. We also need to be considerate of the other children in our care and seeing your child distressed may also distress other children.

We encourage parents/guardians to be present when trying to settle their child. If the child is still upset, we will keep trying to settle them each time they visit. Sometimes it can take several times for the child to settle and feel comfortable with the staff and realise that mum and dad are coming back.

## **Toilet Training**

If you are toilet training your child we ask that, for the short time they are in our care, they are wearing a pull up or nappy to avoid accidents.

Parents/guardians will be called back to change nappy's and attend to toileting accidents. Staff are not permitted to change children or responsible for toilet training.

## **Crèche Health**

The health and safety of children using the crèche is of primary concern to all staff and parents. Children who are ill or who have a contagious condition are not permitted to attend the crèche, as it is not fair to your child or the other children, their families, or our staff.

If your child does have an infectious disease, you are asked to notify the crèche staff, so other crèche users can be informed about the illness. To avoid any embarrassment, we ask that you adhere to this, and keep your child at home until they are well.

If your child is diagnosed with a serious infectious disease, please let staff know as soon as possible so we can notify other parents/guardians to be on the lookout for symptoms. This is particularly important in the case of infectious diseases that are known to be harmful to unborn babies, such as Rubella, Chicken Pox and Parvo Virus (hand, foot and mouth disease).

At all times, your privacy will be respected and names will not be mentioned. All toys are washed weekly and any toys that are mouthed by children, such as rattles, are washed that same day in antibacterial solution to prevent infections spreading.

Crèche staff will not permit entry of a child into the crèche if he/she has any of the following conditions:

- A temperature above 38C
- Diarrhoea (runny, watery or bloody stools)
- Vomiting more than once in the previous 24 hours
- Body rash, skin lesions or herpes simplex (cold sores)
- Sore throat with fever and swollen glands
- Nose, eye or ear discharge (thick mucus draining from the nose, ear or eye)
- Head lice or nits (eggs)
- Severe coughing with obvious discomfort
- Yellow skin or eyes.

In accordance with Health Department regulations, children are not permitted to attend the crèche if they have any of the following diseases:

Chicken Pox, Diphtheria, Viral Hepatitis, Leprosy, Measles, Meningococcal Infection, Mumps, Pediculosis (Lice), Whooping Cough, Poliomyelitis, Ringworm, Rubella (German Measles), Scabies, Streptococcal Infections, Tuberculosis, Typhoid and Paratyphoid Fever).

## **Nut Policy**

To protect the children in our care who may have allergies to peanuts and similar nut products, we have put into place a Nut Free Policy. Products such as peanut butter, Nutella, nut food bars and any other products which have nuts listed as an ingredient are not permitted in the crèche. This is to prevent allergies arising and to protect everyone who enters the crèche environment who may have an allergy to nuts. If a child brings a product containing nuts into the crèche, they may not be allowed to eat it until they have left the crèche.

Parents of children who have a known allergy to nuts should inform crèche staff at time of enrolment and each time they book in. The severity of the child's allergy, the symptoms and the emergency procedures to be followed in case of an allergic reaction will be discussed.

## **Anaphylaxis/Allergy/Asthma Plan**

If your child is at risk of anaphylaxis or allergies you will need to inform staff and record details on your enrolment form.

Please provide staff with an anaphylaxis/allergy action plan with your child's photo (no black and white copies) signed by a GP and written consent to use the EpiPen/ AnaPen in line with this action plan (please see the crèche staff to discuss a risk management plan).

If your child has asthma, you need to inform staff, record details on the enrolment form and provide an asthma action plan with the child's photo (no black and white copies) signed by a GP, and bring the child's inhalers with you for each session.

It will be your responsibility to drop off and pick up your child's EpiPen/ AnaPen / inhalers each time you attend crèche, as well as sign in and sign out the medication on your child's medication record each time you use these services.

## **Immunisation**

Parents/guardians must bring a copy of a child's immunisation prior to enrolment. Please note that children without up-to-date immunisation records will not be allowed in the crèche.

## **Behaviour Management**

To ensure children are cared for in a respectful, age appropriate manner at all times and to help all children feel as safe as possible whilst at crèche, MMT uses a "Positive Guidance" approach. We attempt to create an environment that is child friendly and culturally safe, and encourages children to respect the equipment and each other during play.

When discipline is required we focus on the behaviour, not the child. For example, "books are for reading" or "blocks are for building, if you throw them you could hurt someone".

Toddlers' and pre-schoolers' social and language skills are limited and, in group situations, occasionally physical confrontations do occur. In these situations, we once again focus on the behaviour and not the child. "Pushing hurts, please stop! Not "you're naughty".

The victim will be given the majority of the attention and the aggressor will be redirected to another activity.

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 to themselves and other children in attendance at the crèche.

If a child continues to cause harm to others or equipment, the parent/guardian or guardian will be notified, and asked to take the child out of the crèche facility immediately, until strategies for managing behaviour is agreed upon between crèche staff and parent/guardian.

## **Emergency and Evacuation**

Safety drills will be practiced to ensure that children and staff are familiar with the procedures should an emergency occur. Emergency evacuations and safety drills will be practiced with staff and children at least four times a year. All personal belongings will be left inside the crèche during an emergency.

In the event of an evacuation, staff will check sign in sheets and two head counts will be done before guiding all children to the nominated muster point. Once there, staff will again do two head counts to make sure all children are accounted for.

Parents/guardians will be notified to come up to collect their children at the muster point, and must sign their child out from the attendance record at this point.

If the entire site 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 go to the crèche to get your child at this time.

## **Visitor Access**

Other than crèche staff and parents/guardians, only authorised visitors may enter the crèche. Authorised include:

- MMT management
- Department of Children Services or other relevant Government agency personnel
- Authorised medical personnel
- Emergency services personnel (e.g., ambulance, fire)
- Service and maintenance personnel.

Family members and friends may only visit the crèche if they are present with the child's parent or legal guardian.

On rare occasions the crèche may offer student placements to high school students or students training in Early Childhood or Child Care, who wish to gain work experience as part of their school, TAFE or university program. This placement will only take place if the school, TAFE or university has initiated the placement.

If a student is present in the crèche, a note introducing them will be placed in clear view of the parents/guardians. All students will only be accepted after an interview with the Crèche Supervisor.

The Crèche Co-ordinator must be informed of any visitors scheduled to attend on each day, and all visitors must sign in and out in the Crèche Visitor Register, and include their reason for visiting.

Visitors to the crèche must be accompanied at all times by a crèche staff member. **NO EXCEPTIONS.**

All visitors must sign the Visitors' Record, including in and out times and reason for visiting.

# Enrolment Form

<b>CHILD</b> .....		Date of Birth .....
Address.....		Suburb ..... Postcode .....
Male <input type="checkbox"/> Female <input type="checkbox"/> Country of Birth .....		Language spoken at home .....
<b>MOTHER</b> .....		
Email .....		
Does the child live with this parent? No <input type="checkbox"/> Yes <input type="checkbox"/>		
Address - if different from child's: .....		Suburb..... Postcode .....
<b>FATHER</b> .....		
Does the child live with this parent? No <input type="checkbox"/> Yes <input type="checkbox"/>		
Address - if different from child's: .....		Suburb..... Postcode .....
<b>GUARDIAN</b> .....		Relationship .....
Does the child live with this guardian: No <input type="checkbox"/> Yes <input type="checkbox"/>		
Address - if different from child's: .....		Suburb..... Postcode .....
Telephone (H) .....	Telephone (M) .....	Telephone .....
<b>DOCTOR/MEDICAL SERVICE</b> .....		
Address .....		
Phone .....		
Any Dietary Restrictions? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, the following restrictions apply .....
.....		
<b>GENERAL HEALTH</b>		
Does your child have any medical conditions/special needs (e.g. diabetes, epilepsy etc) which are relevant to the children's services? No <input type="checkbox"/> Yes <input type="checkbox"/>		
If yes, the following management procedures are to be followed (or a copy of the management plan is attached): .....		
.....		
Has your child been diagnosed with anaphylaxis?		No <input type="checkbox"/> Yes <input type="checkbox"/>
Does your child have an auto injection device (eg EpiPen/AnaPen)?		No <input type="checkbox"/> Yes <input type="checkbox"/>
Has the anaphylaxis medical management plan been provided to the service?		No <input type="checkbox"/> Yes <input type="checkbox"/>
Has a risk management plan been completed by the service in consultation with you?		No <input type="checkbox"/> Yes <input type="checkbox"/>
Does your child have a child health record?		No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes, please provide to the service for sighting .....		
<b>EVACUATIONPROCEDURE</b>		
The purpose of evacuation drills are to familiarise your child with what could actually happen in an evacuation and enable them to remain calm if such an event were to occur.		
I ..... (print full name), a person with lawful authority of the child referred to in the above enrolment form, provide consent to the staff that in the event of an emergency evacuation/evacuation drill .....		
..... (print child's name) may be taken to the nearest/safest evacuation point.		
<b>Signature (Parent/guardian):</b> .....		

Information required by Children's Services Regulations 2009

Immunisation History				Please bring your child's health record book or photocopy with your enrolment form			
Immunisation	Birth	2 mth	4 mth	6 mth	12 mth	18 mth	4-5 yrs
Hepatitis B							
DTP (Diphtheria, Tetanus, Pertussis)							
MMR (Measles, Mumps, Rubella)							
Haemophilus Influenza (Type B)							
Inactivated Poliomyelitis (IPV)							
Pneumococcal Conjugate (7vPCV)							
Rotavirus							
Varicella (VZC)							
Meningococcal C							
Additional immunisations for Aboriginal and Torres Strait Islander children					12 mths	18 mths	
Hepatitis A							
Pneumococcal polysaccharide (23vPPV)							
Additional immunisations (please provide dates):							
<b>ACCESS AND CUSTODY ARRANGEMENTS</b> Yes                  No							
<b>Who has legal custody of the child?</b>							
Name .....							
Address.....							
Relationship .....							
Telephone (W).....							
Telephone (H) .....							
Telephone (M) .....							
If you are a lone parent, is access available to other parent?    Yes      No							
NB. Please provide copy of any court order for custody, access or any useful information regarding custody of child.							
<b>Persons who have lawful authority to collect the child from the crèche (Apart from parent or guardian)</b>							
<b>Name</b>	<b>Address</b>	<b>Telephone / Mobile</b>		<b>Relationship</b>			
1.							
2.							
3.							
<b>In the event of accident, injury, trauma or illness, please advise the following</b>							
1.							
2.							
<b>Persons who have lawful authority to consent to medical treatment and / or request or permit the administration of medication to the child</b>							
1.							
2.							
I hereby authorise MMT to seek necessary emergency medical, hospital, dental or ambulance services or treatment in the event of illness or accident occurring to my child (this will be at my expense). I / We have read and understand MMT's Cèche Fee Policy, Terms and Conditions.							
<b>Signature (parent / guardian)</b>					<b>Date</b>		
<p><b>(Parents)</b> All parents/guardians have powers and responsibilities in relation to their children that can only be changed by a court order. The Children's Services Regulations 2009 refer to these powers and responsibilities as "lawful authority". It is not affected by the relationship between the parents/guardians, such as whether or not they have lived together or are married. A court order, such as under the Family Law Act, may take away the authority of a parent/guardian to do something, or may give it to another person.</p> <p><b>(Guardians)</b> A guardian of a child also has lawful authority. A legal guardian is given lawful authority by a court order. The definition of "guardian" under the Children's Services Act 1996 also covers situations where a child does not live with his or her parents/guardians and there are no court orders. In these cases, the guardian is the person the child lives with who has day to day care and control of the child.</p> <p><b>Confidentiality of enrolment records</b></p> <p>MMT will ensure that information in the child's enrolment record is not divulged to another person unless necessary for the care of the child, to manage medical treatment of the child, where expressly authorised by the parent, or prescribed in the Children's Services Regulations 2009 (regulation 35(1) (d-e)).</p>							