Welcome
Our crèche service is available to all customers of the South West Sports Centre. Our crèche provides a caring environment for your children to enjoy themselves whilst you are making use of the facilities.

Parents must remain within the South West Sports Centre whilst your child/ren are in the crèche.

Please be advised our crèche is not a licensed child care service under the Children and Community Services Act 2004.

Bookings are essential
Bookings are essential for children of all ages. Children must be booked into the crèche at least 24 hours in advance (by 12 noon the previous day), or up to a week in advance.

Please book next session only.

Cancellations are essential and must be made by 8.30am on the day. Cancellations made after 8.30am must pay the minimum fee of a regular visit.

No shows will also be charged the minimum fee as per cancellations.

If crèche is unattended, please call our direct line on 9795 2246 and leave a message.

Saturday Crèche
Saturday crèche is available for children 8 weeks to 7 years (inclusive).

Bookings are essential as places are limited.

Crèche will close at 11.30am if no later bookings are requested.

Crèche Opening Hours
Monday to Saturday: 8am to 12noon
The crèche will close at 11.30am if no children in attendance

Jitterbugs Crèche

1 Rotary Avenue, Hay Park WA 6230
P: 08 9795 2222  F: 08 9792 7184
Crèche Direct Line: 08 9795 2246
E: swsc@bunbury.wa.gov.au
www.southwestsportscentre.com.au

Information in this brochure is correct at time of printing. Information may change without notice.
First Visit

First time visitors to the crèche are requested to fill in a ‘Crèche Enrolment Form’ before leaving your child/ren. These forms are available from crèche staff and assist us to provide the best possible care for your children. All information obtained is kept strictly confidential.

If you have any concerns about your child becoming distressed when you leave, please let us know as we may be able to suggest ways to assist your child adjust to the new environment.

On Arrival

Payment should be made at reception, a receipt will be issued which needs to be given to crèche staff. 10 visit cards can also be purchased at reception for your convenience.

Please present your 10 visit pass to the crèche when you sign your child in.

Children must be signed in on the Attendance Register and signed out on departure.

Children can only be collected by the parent who signs them in, unless a prior arrangement has been made with staff.

Illness

To protect your child, other children and staff, please keep your child at home if they display any symptoms of illness.

For example:
- High temperature
- Diarrhoea or vomiting in the last 24 hours
- Conjunctivitis
- Rashes
- Severe Cold or Flu
- Continual discoloured runny nose

If your child has suffered from a communicable disease, a doctor’s clearance is required before they can return to the crèche.

Head Lice

In the cases of head lice, children are not permitted into the crèche until all eggs and lice (dead or alive) have been removed.

Distress

Should your child become distressed while in the crèche all attempts will be made to settle him/her however, you may be requested to attend to your child should the need arise.

Emergency

In the event of an emergency, staff will evacuate children from the danger area. Once all children are accounted for and in a safe location, parents may then collect their child/ren.

Accident

Should an accident occur while your child is in the crèche, an incident report must be completed by crèche staff. Parents are asked to countersign the form to confirm they have been notified and are satisfied with the outcome.

What to bring

- A snack of fruit or vegetable and a drink is a good idea. All drinks and fruit must be able to be administered by the child. All items should be marked with the child’s name. Babies under 1 can have breast milk/formula bottles at any time. Children under 2 can only have milk bottles for sleep or comfort when strapped in a pram.
- Nappy bags with all necessary items ie: nappies, wipes, disposable bags, bottles (already made up), dummies etc. Please ensure your child has a clean, dry nappy before leaving him/her in the crèche. Please mark all items with your child’s name.
- Prams/strollers are great for small children if they need a sleep or just to sit in for some comfort.
- Hat and sunscreen as we may go outdoors.
- We are unable to give medication. However, please make sure any allergies are noted on the Attendance Register.

Crèche Fees (effective 1 July 2017)

<table>
<thead>
<tr>
<th>Number of Children</th>
<th>0-90 mins</th>
<th>90-180 mins</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (members)</td>
<td>$5</td>
<td>$7</td>
</tr>
<tr>
<td>2 (members)</td>
<td>$7</td>
<td>$9</td>
</tr>
<tr>
<td>1 (casual)</td>
<td>$6</td>
<td>$8.50</td>
</tr>
<tr>
<td>2 (casual)</td>
<td>$8.50</td>
<td>$10.50</td>
</tr>
<tr>
<td>10 visit pass (member)</td>
<td>$45</td>
<td>$63</td>
</tr>
<tr>
<td>10 visit pass (casual)</td>
<td>$54</td>
<td>$76.50</td>
</tr>
</tbody>
</table>

Our crèche service is a not-for-profit ancillary service for our customers. We aim to keep fees affordable. Payment to be made at reception.