



Parent Information Sheet

Welcome to our crèche service

To ensure we provide a safe and happy crèche environment for you and your child, we ask you to note the following information

Responsibilities:

- Parents **MUST** remain within the building or golf facility at all times and must be able to attend to their child's needs if required
- If a child is upset, needs feeding (babies), needs to go to the toilet or have their nappy changed and the crèche staff are unable to attend to those needs in a timely manner, the parent will be asked to return to the crèche
- Parents must immediately return to the crèche to attend to their child if requested to do so by crèche staff
- Parents are requested to inform crèche staff if their child is booked in but **will not** be attending
- Parents are required to directly supervise their children before and after crèche attendance times

What to bring:

- A healthy snack and drink - fruit & water
- A favourite toy or comfort item if required- while all care is taken, staff cannot accept responsibility for personal items
- A change of clothes in case of an accident
- Spare nappies - disposable

Please ensure all children's belongings are clearly labelled with their name

What to do:

- Complete a child information sheet
- Book your child into a care session via The Vines website
- Sign in your child on the attendance sheet - include your exact whereabouts within the facility/building
- Attend your activity or exercise class
- Sign out your child on the attendance sheet when you collect your child

Sickness:

- Children cannot attend the crèche when they are sick
- Children will be returned to parents immediately if they become sick during their attendance at the crèche
- Medication cannot be administered to your child by crèche staff

We hope you and your child enjoy our crèche. If you have any queries please talk to a crèche staff member or contact Membership Liaison Officer, Adelle Alberts, on 9297 0701