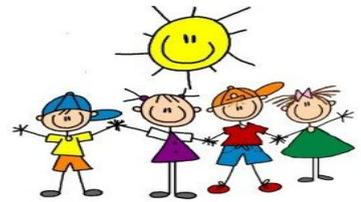


MACLEOD CHILD CARE



INFORMATION BOOKLET



157 Wungan Street, Macleod 3085



www.macleod.ymca.org.au



macleodchildcare@ymca.org.au



9459-9022

Macleod
Recreation and
Fitness Centre



Philosophy

Macleod YMCA Recreation and Fitness Centre Creche is a Licensed Child Care Service provider. YMCA Macleod Child Care aims to provide high quality care in a fun, happy, friendly, safe and secure environment for children. Our program strives to develop educational learning experiences that caters to all children's special and individual needs. We foster and enhance developmental assets, such as fine and gross motor, language and social skills, by providing challenging, interesting age appropriate and culturally diverse activities.

Types of care

YMCA Macleod Child Care welcomes children aged from six weeks to nine years in our child care. School - aged children will be accepted during school holidays.

We offer 2 types of care:

Creche: This service is for parents using the Centre's facilities and remaining on the premises while their children are in care. (Eg: gym, aerobics, tennis etc.)

Occasional Care: This service is for parents wishing to leave the Centre while their children are in care. (Eg: appointments, meetings, work, shopping etc.)



Operating Hours

YMCA Macleod Child Care operates on:

TUESDAY, WEDNESDAY & THURSDAY

Session 1: 9am - 10.15am

Session 2: 10.15am - 11.30am



Pricings

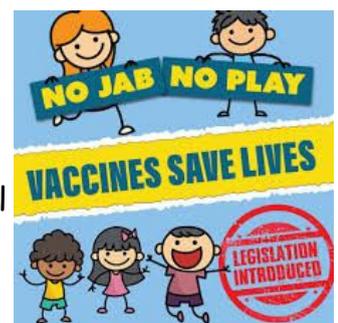
	Creche (per session)	Occasional Care (2.5 hours)
Members	\$4	\$15
Casual	\$8	\$15

Enrolment Procedures

An enrolment form must be completed prior to your child/children's first visit via My Family Lounge. The information on this form authorizes childcare staff to act in case of emergency, and gives the centre important information regarding medical issues, allergies or custody details regarding your child/children.

YMCA Macleod Child Care follows the 'No Jab No Play' policy, where all children's immunization must be up to date, unless a medical exemption is provided.

Please notify us of any changes to care arrangements, immunization or medical details as soon as practicable. Your child/ children's safety is our highest concern.



Bookings

Bookings can be made via My Family Lounge App downloaded on your mobile or via My Family Lounge Webpage by adding Casual Booking. Limited spaces are available, therefore advanced bookings are essential. It can be made ONE week in advance.



Drop Off

Please take note of the start and end time of each session.

- Sign In/Out will be done on an Ipad provided by YMCA Macleod Child Care. If there is any technical issues with the online system, a manual sign in/out sheet will be provided.
- Please make sure the mobile details provided on the enrolment form is correct as they will be used for online sign in/out.



- There will be a locker available for your child's bag. Please ensure bag and any other belongings are **clearly labeled** with the child's full name.

We do recommend your child to keep their toys at home to prevent losing them. Please note that it is your responsibility to ensure all toys are taken home during pick up.



- Inform educators of any specific feeding, toileting requirements and allergies/ medical conditions.



- If someone other than yourself is collecting your child, please inform educator during drop off. Please ensure your child's enrolment for has this person listed as allowed to collect. It is requested that this person provide his/her ID such as a driver's license.



Pick up

It is essential for your child to be collected by the end of the session times and **SIGN OUT**. Please note that if you will be collecting your child/ren later than the end time of the session, it is necessary to inform one of the educators during drop off.

- Session 1: Must be collected by 10.15am**
- Session 2: Must be collected by 11.30am**
- Occasional Care: Must be collected by 11.30am**



There will be a late collection fees of **\$5 per minute** and this will be added onto your account for any late collection of children without notifying.



Cancellations

Due to the high demand for child care, it is essential to cancel the bookings to avoid any charges. This will also allow other child/ren to attend the session and not miss out.

Cancellations can be made via the My Family Lounge App or Webpage by

8.30am (half an hour before Session 1 starts). If you are unable to cancel online, please do not hesitate to contact us at 03 9459 9022 and we will be able to assist you. Please note that if you fail to make contact regarding your inability to attend your booking, you will still be charged for the sessions booked.

What to bring

- Comforters if needed (dummy, teddy, blanket etc)
 - Water Bottle
- Nutritional snacks (no nut products please)
 - Change of clothes
- Spare nappies, nappies bags, wipes



Illness/ Infectious Disease Procedures

YMCA Macleod Child Care is subject to strict guidelines set by the Health Department. To protect your child/ren, other children and educators, please keep your child at home if they display any symptoms referred to on the **School Exclusion Table** as displayed on the noticeboard.



Should an educator discover your child is unwell during their visit, parents/guardians will be notified of symptoms immediately. Other parents will also be notified of the illness in order to take the necessary precautions. In the case of infectious illnesses, confirmation from a doctor will be required upon the child's return to ensure they have completely recovered from their illnesses.



YMCA Macleod Child Care Educators

We adhere to the Children Services Regulations and Framework (Early Years Learning Framework.) All staff have current First Aid, CPR, Anaphylaxis training, National Police Check and Working with Children Check.

1 qualified educator: 5 children, minimum at all times.