

Child Minding Information Sheet 2015

Child Minding Hours

Monday:	9am-2pm and 4pm -7pm	Thursday:	9am-2pm and 4pm- 7pm
Tuesday:	9am-2pm and 4pm-7pm	Friday:	9am-2pm
Wednesday:	9am-2pm and 4pm-7pm	Saturday:	8am – 12pm

Our first priority is to provide a safe and healthy environment for your children.

By following these simple guidelines you are helping to ensure that we maintain a safe and healthy child-minding service.

Bookings

- Bookings can be made up to a week in advance by telephone on 9469 5660 or 9469 5688
- You are required to give the child minding staff at least 24 hours notice for all cancellations
- Outstanding fees for cancellations must be paid on the next visit

Time allocation

Monday- Friday:

- 9.00am – 10.30am
- 9.30am- 11am
- 10am- 11.30am
- 10.30am – 12pm
- 11am – 12:30pm
- 11:30am – 1pm
- 12pm – 1:30pm
- 12:30pm – 2pm

Monday- Thursday:

- 4pm- 5.30pm
- 4.30pm- 6pm
- 5pm- 6.30pm
- 5.30pm- 7pm

Saturday:

- 8am – 9:30am
- 8.30am- 10am
- 9am- 10.30am
- 9.30am – 11am
- 10am – 11:30am
- 10:30am – 12pm

Do's & Don'ts

- ❖ We will mind children from the age of 6 weeks – 12 years
- ❖ You need to sign your children in and out on every visit to the crèche
- ❖ All bags need to be labelled and placed in a pigeon hole
- ❖ Please help us by feeding children their bottles/spoon feed food before arrival
 - Please provide snacks that are easy for the child to manage. eg. Fruit sticks, biscuits, sandwiches
 - Please note that we are a **NUT FREE** centre to prevent allergic reactions
 - Please label all food and drinks
- ❖ When dropping off children in the centre please check that your child's nappy is clean and dry
- ❖ Please discourage children from bringing own toys and money as this creates disharmony
- ❖ Our staff are entitled to refuse your child's entry if they are sick or distressed
- ❖ Members must remain within the centre at all times
- ❖ Please note that you may be called away from your activity if your child is distressed or needs urgent attention

Fees

- Members' fees are \$5.00 per child per 90 min time slot **or** can buy a 10 pass card for \$35 which is marked off one per 90min time slot.
- Non member casual rate is \$5.50 per child per 90 min time slot
- Family memberships may use the centre for free but are still only allocated a 90 min time slot.
- Full fee will be charged if no notice is given for cancellations