



Crèche Booking Procedure

1. All bookings required for the Escare crèche need to be submitted to the Empowering Communities Coordinator, Natalie Symonds at natalie@escare.org.au and cc the CEO, Jo Aberle at (jo@escare.org.au) on the supplied Escare crèche booking form. Bookings will only be processed on receipt of this form.
2. Bookings must be received no less than 2 weeks before the event. 1 months notice in advance is preferable.
3. All crèches are to be conducted on the site of the event. If the crèche is not to be conducted at the George Street Centre please indicate on your booking form where the crèche will be located.
4. Escare provides crèche at an hourly rate of \$45 per worker to cover staff and admin costs (rate as at 1 July 2022).
5. Crèche workers are provided from Esperance Outside School Hours Care, managed by Escare.
6. Depending on the ages and demands of the children attending the crèche, Escare will at its discretion supply the appropriate number of workers for the number of children attending.
7. At the completion of the crèche a representative from your organisation **must** sign the attendance sheet supplied by Escare crèche workers. This sheet is then forwarded to Escare for processing and final invoice will be based on this form.
8. Any changes to the crèche booking are to be directed to the Escare crèche contact worker on 90713110.
9. 24 hours notice of cancellation of the crèche is required. Should the notice period be less than 24 hours then you will be charged for 1 hour per worker.
10. Accounts will be issued at the end of the program. Please indicate on your booking form if you require an alternative arrangement.

RELATED DOCUMENTS :

Crèche Policy & Guidelines

Crèche Booking Form