



# Escare Crèche Service



## Policy & Guidelines



Escare crèche is an unlicensed child care service that is staffed by experienced Educators from the Esperance Outside School Hours Care service. The crèche is a subsidised activity of Escare Inc. Although not a legal requirement, the crèche operates on staff ratio of 1:4 or 1:5 dependent upon children's ages. A minimum of two workers are always present.

Crèche is available for children of Kindy age and under only and is a service that supports parents/carers who wish to attend workshops and self-development activities.

To enable workers to provide the best possible care for children and to meet unlicensed crèche regulation requirements, parents/guardians maintain responsibility for their child while their children are in the crèche.

This means:

- Crèche accepts enrolments for children from their parent/carer only.
- The child's parent/carer needs to :
  - Remain in the centre at all times and be able to attend to child's needs if required and come into the crèche area as requested by worker.
  - Complete all required paperwork including enrolment forms and keep information updated.
  - Sign child in and out of the crèche for every attended session.
  - Inform crèche staff if their child has any allergies or medical conditions.
  - Inform crèche staff if their child requires food/bottle/sleep at a particular time.
- No unwell children will be accepted into the crèche. This includes:
  - High temperature
  - Diarrhoea or vomiting in last 24 hours
  - Conjunctivitis
  - Rashes
  - Cold or Flu
  - Continual discoloured runny nose
  - Children not permitted into crèche with lice unless all eggs and lice have been removed.
  - Close contact of COVID19 must have no symptoms and a negative RAT result

Version : May 2023

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## **Expectations of Care**

As we are a crèche, not a long day care, parents expectations need to be realistic regarding the timeframes and the environment we can provide. Children only stay with us for a short time and we may not achieve everything we would like to do within the period of the workshop/activity being attended by the parent/carers. We focus on the child's immediate needs and hope to make their stay a happy one.

### **Crèche Expectations of Parent/carers**

- Please do not bring your child into the crèche with a dirty nappy or foods that take a long time to prepare or feed to the child. The staff often don't have enough time during the activity linked to the crèche, to attend to such requests. You may be requested to come into crèche to meet your child's needs.
- Always provide a bag containing spare clothes, hat, nappies, suitable food and a drink of water. Please label the bag and all other items, especially drink/milk bottles.
- To help settle your child please provide comforters such as dummies, pram, special blanket/cuddly toy etc. and be consistent with these items and the routine of settling in your child.

### **Behaviour Management**

- A diverse range of children attend our crèche every day, with varied ages and at different stages of development.
- Behaviour is managed in a positive and consistent age-appropriate manner, specific to each individual child, by experienced staff.
- In this way, children learn as they grow, to behave in a happy positive and appropriate manner when attending a social and group environment.

We strive to offer a safe, happy and stimulating environment for our children, however, to enable us to achieve this we rely on parents to communicate with crèche staff and also respect our guidelines.



### **RELATED DOCUMENTS :**

**Crèche Booking Procedure**

**Crèche Booking Form**