

PARC Childcare parent information sheet

PARC Childcare provides opportunity for those parents who wish to enjoy PARC's many facilities whilst having their children cared for by qualified child care professionals. Our Childcare service has been built with the highest quality facilities to ensure our customers' children receive the highest quality care in a safe and secure environment.



PARC Childcare cares for children from 6 weeks up to & including 9 years of age. Please note parents/guardians must be present in the facility at all times while their child(ren) are in care.

Sessions

Monday to Friday:

Session 1 9:00am - 10:30am

Session 2 10:40am - 12:10pm

Childcare will be closed on public holidays and for two weeks over the Christmas/New Year period.

Enrolments

An enrolment form for each child must be completed minimum 3 days prior to leaving your child/ren in care. Forms are available from the Centre and on the PARC website. Please ensure when handing in your child/ren enrolment forms you have also attached their immunisation history statement any relevant documentation relating to court orders and any Action Plans relating to Asthma, Allergies or Anaphylaxis. The Childcare team will email you once your enrolment has been processed. At that point you will then be able to make a bookings.

Immunisation status

From 1 January 2016 the State of Victoria Department of Health and Human Services requires all children enrolling in early childhood education and care services to be up to date with their immunisations or have an approved exemption letter. An up to date Immunisation History Statement is required prior to attending the Childcare and each time their immunisation status changes.

Bookings

Bookings are essential and available seven days in advance. Please visit www.parc.peninsulaleisure.com.au/membership/xplor/ for step by step instructions on how to book and pay for your session, or contact PARC on 8781 8444.

Fees are to be paid at the time of booking.

Fees for each session are:

Single visit	Member	\$6.70 per child
Single Visit	Non Member	\$13.40 per child

Cancellations and no-shows

With Childcare being in high demand we remind you to cancel your childcare session with as much notice as possible. This allows those on the waitlist more notice to be able to take your place.

Arrival and departure

Under requirements set out by the Children's Service Regulations 2020, parents/guardians must sign their child in each day and out prior to departure and must include the name of the child, who will be collecting the child, signatures of parent/guardian and a contact phone number. Please endeavour to bring your child to Childcare in a clean, dry nappy.

Collection of children

To ensure the safety of the child, only authorised people will be allowed to collect the child from the Centre. It is the parents/guardian responsibility to inform the Centre of any changes to the authorised people.

If you are unable to collect your child, childcare educators must be informed by email or via the telephone of the name of the person who will be collecting your child. The person collecting the child will need to provide photo identification before the child will be released into their care.

We also ask parents to be vigilant when collecting their child and not allow any other children to exit the main childcare area without being accompanied by their parent. Please alert an educator if you suspect a child is unsupervised.

Illness/injury

Children who are infectious or unwell should be kept at home. In the event of an illness or injury the parent/guardian will be contacted immediately. More information is provided on the parent information wall located in the Childcare foyer.

Medication

Due to the short nature of the sessions it is preferred that any medication is administered prior to arriving for the session. If your child requires medication during the session please speak to the educator in charge on the day. Medication will only be administered by our childcare educators with written permission and an accurately completed medication form.

Anaphylaxis/asthma action plans

If your child has an allergy or asthma, you may be provided with an action plan from your doctor. This document must be signed by your doctor. We will need a copy of this plan to complete enrolment.

PLEASE NOTE: PLEASE NOTE: PARC Childcare is a nut free, Egg free and popcorn free zone.

Snacks – PARC Childcare promotes healthy eating so please bring healthy snacks for your child(ren)

What to bring

- Clearly labelled bag and change of clothes
- Sufficient nappies
- Clearly labelled drinks, (including bottles) and snacks (we do not provide snacks)
- Hat and sunscreen in summer - please apply sunscreen prior to your child arriving.
- Hat and jacket in winter

We are unable to store prams in the childcare or in the foyer due to health and safety reasons.

Queries & Complaints

Complaints should be submitted via PARC website feedback page. Alternatively, complaints can be received in writing or discussed verbally with the Childcare leader.

Educators

All educators are employed in accordance with the Victorian childcare legislative requirements. For any enquiries, please email childcare@peninsulaleisure.com.au

Child Safety

Peninsula Leisure has zero tolerance for child abuse or endangerment and is committed to the ongoing safety of all children and young people, recognising that children and young people have the right to feel safe and to always be safe. As a child safe organisation Peninsula Leisure will take deliberate steps to protect children and young people from physical abuse, emotional abuse, neglect, sexual abuse and exposure to family violence. The commitment to protecting children will be embedded in Peninsula Leisure's culture, values, policies and procedures.