



# STARplex Creche Information Package

## **Welcome to our Crèche!**

The Crèche provides a high quality, safe, caring and fun environment, giving children the opportunity to play and learn with age appropriate toys, activities and to interact with other children.

**The Crèche is a FREE service for parents or guardians who are participating in the areas of either:**

Fitness Centre	Courts	Café
Pool	Theatre	Star Creations Hairdresser
STARstore	Physio	

**The Crèche benefits greatly from the generosity of our families through donations. Donations are greatly appreciated, with all money raised going towards toys and equipment for the benefit of the children who use our facilities.**

Children between the ages of 3 months to school age are welcomed to utilise the Crèche. School aged children are quite welcome in the Crèche during the afternoon/evening sessions however there is a 1 hour limit on care. On weekends all children are welcome to utilise the Crèche for a maximum of 2 hours. During the school holidays, the Crèche offers a Kids Club service for all school aged children.

**Creche booking time is 2hrs maximum per session.**

Due to the high demand on the Creche, bookings are essential and can be made at Reception or Creche.

Our friendly, qualified and dedicated Crèche staff look forward to welcoming, supporting and caring for your children and parents. Please feel free to approach our crèche team with any comments or questions.

**STARplex Creche**

**Corner Alexander Avenue & Trinity Drive  
Evanston Park SA 5116**

**Creche Ph: (08) 85238784 (During our opening hours)**

**Reception Ph: (08) 8522 0622(After Hours)**

**Email: [dawn.mettyear@starplex.com.au](mailto:dawn.mettyear@starplex.com.au)**

**Web page: [www.starplex.com.au](http://www.starplex.com.au)**



# Crèche Arrival and Departure Guidelines

- Parents/Guardians are to remain within STARplex whilst their children are in Crèche
- Parents need to complete an enrolment form on the children's first visit and advise staff on any changes to this information. (Please advise staff if your child has any medical conditions ie allergies/medical conditions).
- All children need to be signed in on arrival and out when departing. This is to ensure all children are accounted for in the event of a fire evacuation procedure.
- Please write your child's full name when booking them in and when signing your child into Crèche. This will be helpful in identifying children who share the same first name and also if we need to contact you by telephone when we have any queries.
- **For the safety of the children, all children need to be collected by the same person who signed the children into care, unless prior arrangement has been made with a staff member and written on the arrival and departure form. Staff will always check Photo Identification (current driver's licence) if someone different has come to collect your child( authorized only). If staff are unsure on whether the person has authorization to collect your child, they will notify you to confirm authorization.**
- In order for staff to provide a balanced ratio of children to adults, children need to be booked in advance. Bookings can be made in the crèche during opening hours or at reception.
- If the Crèche is full and you would like to book in for that day/time, your booking will need to go on the waiting list. This is to ensure the Crèche remains a safe environment for your child.
- Please ensure that you cancel your booking if you are unable to attend Crèche so children on the waiting list can be given your place.
- The Crèche opening times may change from term to term. Please ensure you keep up to date with any changes before booking into the Crèche. Please feel free to approach staff.



## Belongings / Clothing

- All children need to arrive with a change of clothing if needed. Babies/toddlers/children requiring nappies need to arrive in a clean dry nappy and provide a spare nappy in their bag in case they require a nappy change. Disposable nappies are available for \$1.00 each from Crèche if needed.
- The Crèche provides play experiences throughout the day which includes play dough, gluing, textas and painting. Please ensure your child's clothing is suitable so they can be involved with the group.
- Please do not leave personal belongings ie purses, watches etc in bags. Lockers are provided for a small fee in the gym area.
- Please do not leave any medication in your child's bag.

## Settling your child into the Creche

We encourage you to visit the Creche with your child/ren prior to commencement

(if possible). Some children will settle immediately and others will take a little longer. These visits should be short and frequent (15-30 minutes approximately).

When your child becomes comfortable and safe in the Creche, the time can be extended. This will help you and your child/ren establish a trusting relationship with the staff that will be caring for your child as well as providing them with the opportunity to explore their new environment and interact with staff and children.

The staff will notify you if your child is not settling on any given day.

Please feel free to approach staff with any questions, comments or concerns about your child's settling in period.



# Illness Guidelines

**Please Ensure:-** For the health and safety of our children and staff that your child is well enough to attend the Creche.

**Your child will not be accepted into the Creche if:-**

- your child is not feeling well;
- has the common cold(with nasal secretion which is discoloured, thick and greenish);
- has a temperature of 37.6C or higher;
- Infectious Diseases (Please refer on the next page for a list).

**\*If there is any doubt as to whether your child is well enough to be brought in the Creche, the staff should be contacted for advice prior to bringing your child to the Creche.**

# Infectious Diseases Guidelines

- Children with visible signs of a contagious illness will be excluded from the Creche until the child is free from infection.
- Please Note:- A medical clearance must be obtained from your doctor before your child attends the Creche again.
- The Creche must be notified if a child develops any contagious diseases whilst they have been in the Creche, so staff can notify other parents with an information notice displayed on the wall, above the sign-in-sheet detailing the type of illness, date and number of cases.

## **Exclusion times are an important factor in limiting the spread of infectious diseases, they are:-**

- |                      |   |
|----------------------|---|
| * Chicken Pox        | Incubation period 14-21 days<br>Exclude until blisters are crusted and dry.         |
| * Conjunctivitis     | Exclude until discharge from eyes has ceased.                                       |
| * Diarrhoea          | Exclude until diarrhoea has ceased.   |
| * Hand ,Foot & Mouth | Exclude until blisters have dried/disappeared.                                      |
| * Head Lice          | Exclude until appropriate treatment has commenced and no live lice or eggs evident. |
| * Hepatitis          | Exclude until medical certificate certifies recovery.                               |
| * Measles            | Exclude for at least 4 days after onset of rash.                                    |
| * Meningitis         | Exclude until well.   |
| * Mumps              | Exclude for 9 days, or until swelling has gone down                                 |
| * Rubella            | Exclude until fully recovered, at least 4 days.                                     |
| * Scabies            | Exclude until cleared.  |
| * School Sores       | Exclude until cleared.  |
| * Vomitting          | Exclude until cleared.  |
| * Whooping Cough     | Exclude until the child for 5 days after starting antibiotic treatment.             |

**For more detailed information on infectious diseases, please see staff with any questions or comments. The Creche uses “Staying Healthy in Childcare” as a guide to the appropriate treatment and exclusions for all childhood illnesses.**

**Thankyou**

# Allergies / Medical

We have had an increase in the number of children attending the Creche with various food allergies or medical conditions. Certain allergies/medical conditions pose a life threatening risk to these children. In an emergency situation, these children may require certain medication to be administered.

- **Staff in the Creche cannot accept responsibility to administer medication to your child (with the exception of Anaphylaxis). Staff will promptly notify you if any medication is required in an emergency.**
- The Crèche Team have an “**Action Plan**” for Anaphylaxis (life threatening conditions), which will enable the staff to provide a safe environment for your child with allergic/medical conditions whilst in the Creche. It will contain up to date information about your child and parent/guardian. This will need to be completed by your doctor. These Action Plans will also include steps which staff will follow in a life threatening emergency situation.
- **In an emergency situation, staff will follow STARplex’s policies. Should a child require medical attention, staff will first meet the child’s immediate needs, ie call an ambulance, then make contact with parents/guardians.**

Please feel free to approach the Creche staff if you need to fill out an “Action Plan or with any questions or feedback.



# STARplex CRECHE FOOD POLICY

STARplex Creche is committed to providing a safe and healthy environment for staff and children. Our policy reflects the importance of healthy eating, dental health and a safe environment for those children with allergies to food and drink. We also need to consider that children are only in the crèche for a maximum of 2 hours. It is important that your child/ren's main meals ie breakfast, lunch & dinner are to be given to your child/ren before or after their time in the crèche.

## **FOOD THAT IS ACCEPTABLE TO BRING INTO THE CRECHE:**

Fruit - fresh (apple and other hard fruits to be pureed or cooked)  
grapes to be cut in half  
- pureed - dried (cut into small pieces) - tinned fruit  
Crackers – plain, rice or savory (includes shapes, vegemite dips)  
Plain Sweet Biscuits - (no chocolate/chip/coated, cream, iced or jam)  
Plain Cake/Muffin - (no chocolate/chip/coated, cream, iced or jam)  
Sandwiches - (no sweet fillings, butter, cheese or nut products) suggested fillings vegemite, ham, fritz, tuna, salad  
Fruit Bars - (no chocolate coating)  
Fruit Twist Type Bars - (no nut products)  
Drink - water only is to be brought in for children  
except for babies whom have a milk formula bottle.  
Milk - plain, formula or breast (only in a baby's bottle)

**PLEASE REMEMBER NO DAIRY, NO NUTS OR EGG PRODUCTS ARE TO BE BROUGHT INTO THE CRECHE. FOR CHILDREN UTILISING THE CRECHE NO CARROT STICKS OR POPCORN PLEASE AS THIS PRESENTS A CHOKING HAZARD FOR THE YOUNGER CHILDREN.**

**We thank you for supporting our food policy and we encourage you to talk to staff about any concerns you may have with the policy.**

# For the safety of our Children:

- Please ensure all bags, lunchboxes, bottles and prams are labelled with your child's name. Please note: any lunchboxes, food items or bottles not labelled will not be given to your child by staff.
- **The staff aim to develop a positive self-concept in all children in our care. The guidance of your child's behaviour will be positive, supportive and consistent with their age, expectations and individuality. Any child/children behaving in an aggressive and unsafe manner will be requested by staff to be collected immediately by their parents.**
- Please ensure your child's fingernails are cut short to ensure the safety of your child and other children in the Crèche in case of any scratching accidents.
- Small items need to be kept at home. Please check your children's pockets, bags etc for any such items before leaving your child.
- Please ensure toys are kept at home. Toys brought into the Crèche create conflict between the children and there is a risk of losing your well loved toys. The Crèche provides a large range of toys suitable for different age levels.
- Please ensure small hairclips are not in your child's hair in the Crèche. They may fall off and be a choking hazard to a baby.
- No medication is to be kept in your child's bag.
- Parents please be aware when rushing out the door, that the gate and door are closed behind you.
- Please check 'Lost Property' boxes for any of your lost items.
- **Reminder: If your child requires a milk bottle or food which needs to be warmed up please ensure it is warmed up before you bring your child in. The Crèche has no microwave and Staff may not have the opportunity to leave the room to warm them up. It is acceptable to bring in warm boiled water in bottle and a measured amount of formula, so staff can then make up the bottle if your child requires. This is a healthier option and will not destroy the nutrients in the milk as microwaving or reheating.**

**The Crèche newsletter is published every 3 months with updated, current and important information for parents/guardians utilising the Crèche.**

**Please feel free to collect your copy from the Crèche.**

Thankyou for supporting the staff in providing a safe and caring environment for your child in the Crèche.

**Regards Creche Team**



# **KIDS CLUB**

## **at STARplex**

**SCHOOL HOLIDAYS &  
TRINITY PUPIL FREE DAYS**

**for 5-12 year olds for 3 fun hours!**

**BETWEEN 9:00AM AND 12:00 noon**

OPEN Monday-Friday; CLOSED PUBLIC HOLIDAYS

Kids Club is only available to parents/guardians who are using the complex while their children are being cared for.

**COST: \$5.00 for 1<sup>st</sup> sibling**

**\$4.00 for 2<sup>nd</sup> sibling**

**\$3.00 for 3<sup>rd</sup> sibling**

**Admittance tickets are to be prepaid and can be purchased from STARplex reception. Before and after Kids Club opening times children need to be signed in the Creche.**

**KIDS CLUB ACTIVITIES include: Arts & Crafts, Construction, Board Games, Courts Play, Table Tennis, Childrens' favourite Video/Dvd screenings and much more.**

**Bookings are essential and can be made at Reception or Creche.**

**Come along and join in our high quality fun and educational service!**



# STARplex CRECHE

## Opening hours:

Monday	8:30am-1:30pm 3:30pm-6:30pm
Tuesday	8:30am-1:00pm 3:30pm-6:30pm*
Wednesday	8:30am-12:30pm 3:30pm- 6:30pm
Thursday	8:30am-1:30pm 3:30pm-6:30pm*
Friday	8:30am-12:30pm
Saturday	8:15am-12:30pm

\*PM sessions only available during school terms.  
Bookings are essential.

Children who arrive for care, and who are not booked in, may be refused care due to staff-child ratios.

In addition, closing times may vary when there are no bookings

Bookings can be made at Reception:

(08) 85220622 or Creche: (08) 8523 8784

The aim of the Creche is to ensure a safe and caring atmosphere, in an educational environment, for children whose parents or guardians are participating in recreational activities at STARplex.