



**STARplex**

FITNESS WELLNESS PERFORMANCE

*at Trinity College*

# CRÈCHE

## Information Package



*see last page  
for details.*



### KEEPING STARplex SAFE

- Where possible only one parent / guardian should sign child into Crèche. Make sure to arrive as close as possible to commencement time of your booking and leave immediately after.
- **PLEASE ENSURE...**For the health and safety of our children and staff that your child is well enough to attend the STARplex Crèche.

**STARplex** 18-20 Alexander Ave, EVANSTON PARK

Phone 8522 0622 | [www.starplex.com.au](http://www.starplex.com.au)





# STARplex Crèche

## Information Package

### Welcome to STARplex 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 STARplex Crèche is a FREE service for parents or guardians who are using STARplex services...*

FITNESS CENTRE

COURTS

POOL

### What Age Groups can book into STARplex Crèche?

**Babies from 6 weeks old, toddlers, pre-school children (3-5 years)** are welcome to utilise the STARplex Crèche in all sessions listed on our website at [www.starplex.com.au](http://www.starplex.com.au)

**\*Please Note: School aged children** are welcome in the crèche during the afternoon/evening and Saturday sessions ONLY.

**Maximum usage is 6 hours per week (2 hours per day maximum).**

**Due to the high demand on the crèche, bookings are essential and can be made online.**

**Please ensure that you CANCEL YOUR BOOKING ONLINE if you no longer require care.**

### For NEW users please go to:

[www.starplex.com.au/kids/creche](http://www.starplex.com.au/kids/creche) and click on the [book on-line here](#) (located under "Bookings" tab)

and this will direct you straight to the crèche booking site.

Our friendly, qualified and dedicated staff look forward to welcoming you, supporting you and caring for your children.

Please feel free to approach our crèche team with any comments or questions.

### Contact details:

#### STARplex Crèche

18-20 Alexander Avenue  
Evanston Park SA 5116

STARplex Reception **Phone:** 8522 0622

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



## CRÈCHE ARRIVAL & DEPARTURE GUIDELINES

### How to enrol your child into STARplex Crèche:

#### STEP 1.

Fill in an application form for your child (or update form if your child has already completed an application form in the past 12 months). Please ensure all required medical information is recorded.

#### STEP 2.

Drop the completed form back to our Crèche staff.

#### STEP 3.

Sign up to the STARplex Crèche booking system as per the booking instructions at the back of this booklet.

#### STEP 4.

Book your child/ren in through the online booking system prior to attending STARplex Crèche.

**Please ensure you cancel online if you DO NOT wish to fill your booking. See last page for details.**

#### STEP 5.

Sign your child/ren in on arrival and sign them out upon departure.

#### STEP 6.

To ensure the best care for your child/ren, we will contact you to update your child/rens details every 12 months.

### Important information to ensure the safety of your child:

- Parents/Guardians are to remain within STARplex whilst their children are in the STARplex Crèche.
- Parents are required to complete a STARplex Membership Application form upon their child's first visit to the crèche. Families with more than one child need to complete a form for each individual child. Please advise staff of any changes to this information as soon as it occurs. We will contact you to update your child/ren's details every 12 months.
- Please ensure that you advise staff if your child has any medical conditions i.e. allergies/asthma on each visit.
- All children need to be signed in on arrival and out when departing. This is to ensure that all children are accounted for in the event of an emergency fire/evacuation procedure.
- Please write your child's full name and complete all details, when either signing in or booking your child into the STARplex 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 them into care. Unless prior arrangement has been made with a staff member and it is written on the arrival and departure form, no child will be released to another person. Staff will always check Photo Identification (current driver's licence) if any authorized/nominated person is unknown to them has come to collect your child. If STARplex Crèche 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 staff, children need to be booked in to our service in advance. Bookings can be made on-line through our on-line booking process.
- The STARplex Crèche opening times may change from term to term.

**Please ensure that you CANCEL YOUR BOOKING ONLINE if you no longer require care, this will free up space for other users. See last page for details.**

## ***Belongings / Clothing:***

- All children need to arrive in the STARplex Crèche with a bag, change of clothing, appropriate snack and water bottle which are all fully labelled.
- ***\*Please check with staff and/or our food policy for suitable snack options.***
- Babies/toddlers/children who are not toilet trained need to arrive in a clean dry nappy and parents are asked to also provide a spare nappy in their bag in case they require a nappy change. If your child is toilet training, please let staff know and we can support you in assisting and reminding your child to use the toilet.
- The STARplex Crèche provides play experiences throughout the day which include activities such as play dough, gluing, textas and painting. Please ensure your child's clothing is suitable so they can be involved with these activities.
- Please do not leave any personal belongings i.e. purses, watches, etc in your child's bag. The STARplex Crèche will not be held responsible if any personal items go missing. Lockers are provided in the Fitness Centre which are secure and available for those members to use.
- Please do not leave any medication in your child's bag.
- We encourage the older children who use our service to be independent and be responsible for their own belongings where appropriate. Could you please check your child's bag before each session to ensure that there are no small items, toys, lollies etc., which can be a hazard to smaller inquisitive children.

## ***Settling your child into the Crèche:***

We encourage you to visit the STARplex Crèche with your child/ren prior to their commencement (if possible).

Some children will settle immediately and others will take a little longer. Depending on your child's needs, these first visits should be short and frequent (15-30 minutes approximately). If you or your child, are becoming anxious about you leaving, it may be a good idea to leave straight away and then come back after a short period of time to spend some time playing with your child when you return. Whatever way you decide to settle your child into care, it is always a good idea to tell your child/ren when you are leaving as it is important that they know you will be coming back to pick them up soon. The STARplex Crèche staff will support you and your child whilst you are settling in to this new routine.

When your child becomes comfortable and safe in the STARplex Crèche, 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.

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.







# STARplex Crèche

## Information Package

### Illness Guidelines:

**Please Ensure...**For the health and safety of our children and staff that your child is well enough to attend the STARplex Crèche. Your child **will not** be accepted into the STARplex Crèche if:

- your child is not feeling well
- has the common cold (with a nasal secretion which is discoloured, thick and greenish. May also include a sore throat and cough)
- has a temperature of 37.6C or higher
- Infectious Diseases (Please refer to table below)

*\*If you have any doubts as to whether your child is well enough to be brought into the STARplex Crèche, please contact staff for advice prior to bringing your child into care.*

### Infectious Diseases Guidelines:

- Children with visible signs of a contagious illness will be excluded from the STARplex Crèche until the child is free from infection.
- A medical clearance must be obtained from your doctor before your child attends the STARplex Crèche again.
- The STARplex Crèche must be notified if a child develops any contagious diseases whilst they have been in the service, so staff can notify other parents with an information notice which is displayed on the wall, above the sign-in-sheet detailing the type of illness, date and number of cases etc. **(all other details remain confidential).**

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

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

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



## Allergies / Medical:

We have had an increase in the number of children attending the STARplex Crèche who have 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 STARplex Crèche cannot accept responsibility to administer medication to your child (with the exception of Anaphylaxis/Asthma reliever medication). Staff will promptly notify you if any medication is required in an emergency.**

The STARplex Crèche team have an **"Action Plan"** for Anaphylaxis (life threatening conditions), which will enable staff to provide a safe environment for children with allergic/medical conditions whilst in the STARplex Crèche.

Parents/Guardians are required to bring in an Action Plan from their Doctor if their child suffers from Anaphylaxis and this Action Plan is to include steps which staff will follow in a life threatening emergency situation. Medication and the Action Plan are to be placed in a zip lock bag or medication bag with the child's full name clearly visible. Medication is to be placed in the creche medication box on each attendance. Due to the large influx of children and families that utilise our service on a casual basis it is important that the parent/guardian's take full responsibility for medication and that it is collected when picking up your child. This will ensure that staff can find medication quickly in an emergency. No medication will be stored on site.

**In an emergency situation, staff will follow STARplex policies. Should a child require medical attention, staff will first meet the child's immediate needs, i.e. call an ambulance and then make contact with parents/guardians.**

*Please feel free to approach STARplex Crèche staff if you need to fill out an "Action Plan" or with any questions or feedback.*

*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.*

**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.**

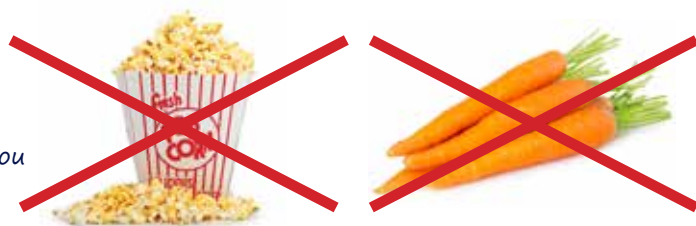
## STARplex Crèche Food Policy:

STARplex Crèche is committed to providing a safe and healthy environment for staff and children. 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 STARplex Crèche.

**Food that is suitable to bring into the STARplex Crèche:**

FOOD TYPE	GOOD	DO NOT BRING
<b>Fruit</b>	Fresh fruit, grapes cut in half, pureed fruit, dried fruit cut small, tinned fruit	Full grapes
<b>Crackers</b>	Plain, rice or savoury	
<b>Biscuits</b>	Plain sweet biscuits	Chocolate, chocolate coated, chocolate chip, cream, iced or jam biscuits
<b>Cakes/ Muffins</b>	Plain cakes or muffins	Chocolate, chocolate coated, chocolate chip, cream, iced or jam cakes/ muffins
<b>Sandwiches</b>	vegemite, ham, fritz, tuna, salad	Sweet fillings, butter, cheese or nut products
<b>Fruit bars</b>	Plain fruit, fruit twist bars	Chocolate, chocolate coated, nut products
<b>Drinks</b>	Water, milk (plain, formula or breast only in a baby's bottle)	Cordial, soft drink, flavoured milk, juice

**PLEASE REMEMBER NO DAIRY, NO NUTS OR EGG PRODUCTS ARE TO BE BROUGHT INTO THE CRÈCHE. FOR CHILDREN UTILISING THE 0-5 CRECHE NO CARROT STICKS OR POPCORN PLEASE AS THIS PRESENTS A CHOKING HAZARD FOR THE YOUNGER CHILDREN.**



## *To all starplex creche parents/guardians*

STARplex Crèche provides quality care for children within a safe and caring environment. We are a **FREE service** for parents/guardians who are involved in STARplex activities. Care is provided for children, for a maximum of two hours per session. **Bookings are essential.**

### **There is a number of different ways in which you can support us.**

One is giving a monetary donation on a regular basis.

The second is supporting our fundraisers that we have from time to time either by buying a raffle ticket, selling raffle tickets, purchasing goods or by being on a fundraising committee.

And thirdly by donating any of the following items which we are in continuous need of:

- Any books, toys, games, puzzles, which are in good repair and you no longer have a need for.
- Donating craft items such as wool, thread, beads, patty pans, pencils, textas, paper, cardboard, contact, foil, old wrapping paper, cellophane, paper plates, plastic cups, stickers or any recyclable items that can be turned into creative masterpieces by the children.
- Donating any size 3-5, new or good condition second hand tracksuit pants, trousers, jocks, knickers which you no longer need.
- Donating tissues, baby wipes, dishwashing liquid, cleaning products such as gumption, spray and wipe, chux cleaning cloths, glade air freshener refills, glue sticks, batteries, masking tape and any craft materials.
- Donating play dough ingredients such as home brand plain flour, cooking oil and food colouring.

*We take this opportunity to thank you all for your continued support and assistance in providing and maintaining our quality service.*



## BOOKINGS ON-LINE

### Welcome to the STARplex Crèche Booking System...

#### STEP 1.

Go to the STARplex Website <https://www.starplex.com.au/kids/creche>, under the bookings tab click on **Book online here**.

#### STEP 2.

Create your own account if you don't already have one by selecting '**Sign Up**' in the top right corner.

#### STEP 3.

Select booking dates and the number of babies, pre-schoolers or school students you are booking in.

#### STEP 4.

Register and enter your child/ren's name (one name per ticket).

#### STEP 5.

You will receive a confirmation ticket via email. You do not need to print this ticket as we have a record of your booking.

#### STEP 6.

Repeat process for other days and times if necessary.

#### **Please note:**

Please ensure you cancel your booking if you are not attending. Go to '**My Tickets**'.

### **How can I CANCEL my STARplex Crèche booking?**

#### STEP 1.

Log onto your Eventbrite account

#### STEP 2.

Go to 'Tickets' in top right hand drop down menu

#### STEP 3.

Select the ticket you wish to cancel

#### STEP 4.

Select Cancel Order

#### STEP 5.

Select 'yes, cancel this order'

**This will now allow another member to book the timeslot**



**MAKE BOOKINGS AT:** <https://starplexcrechebookings.eventbrite.com>