

# Childcare services at the AquaPulse crèche facilities

AquaPulse crèche provides opportunity for parents who wish to enjoy our facilities whilst having their children cared for by qualified childcare professionals. Our crèche services have been built with the highest quality facilities to ensure our customers' children receive the highest quality care in a safe and secure environment.

- **Hours of Operation**

## AquaPulse

Monday 9am-12am. Tuesday to Friday 9am-12pm. Crèche will be closed on all public holidays and for three weeks over the Christmas/New Year period.

- **Enrolments**

An enrolment form for each child must be completed 48 hours prior to leaving your child/ren in care. Forms are available from the Centre or from our website. A copy of the birth certificate and immunisation statement are required at enrolment.

- **Bookings**

Bookings are essential and available seven days in advance for members, and five days in advance for casual visitors. Contact AquaPulse on 8734 5647 to make a booking or you can book using the online portal.

- **Fees**

Fees for each session are and can be paid prior to your booking via the online booking portal or at our service counters.

\$4.90 per child for 30 minutes minimum session is 60 mins  
Non-Members (**Parent must stay on premises**)

\$3.30 per child for 30 minutes minimum session is 60 mins  
Members (**Parent must stay on premises**)

\$6.00 per child for 30 minutes minimum session is 60 mins  
for Occasional Care (**Parent may leave premises**)

- **Cancellations and No-Shows**

Notice is required for cancellation. You can cancel your booking using our online portal and this can be done 1 hour before your booking. Failure to cancel will result in payment for that session.

- **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.

- **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, Crèche staff must be informed in writing 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 identification (preferably photo identification) before the child will be released into their care.

- **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

- **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 Crèche staff on duty. Medication will only be administered by Crèche staff 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 prior to enrolment.

Note: The Crèche is Nut & Egg Free.

Food is permitted in the sessions.

- What to Bring
- Clearly labelled bag and change of clothes.
- Sufficient nappies.
- Plastic bag for soiled nappies or clothes.
- Clearly labelled drinks, including bottles.
- Hat and sunscreen in summer
- Hat and jacket in winter

We are unable to store prams in Crèche or in the foyer due to Health and Safety requirements.

- **Queries/Complaints**

Any queries or complaints that cannot be resolved by staff can be directed to the Community Relations Manager on 8734 5668 or Aqua Pulse 8734 5647.

- **Photos**

Photos of children are not to be taken unless you have permissions from staff.

- **Staff**

All staff are employed in accordance with the Victorian childcare legislative requirements. Crèche staff will be available from 9.00am to 12.00pm Monday to Friday for any enquiries and for a tour.

## CRÉCHE

Enrolment date: \_\_\_\_\_

A parent or guardian who has lawful authority in relation to the child must complete this form. A brief explanation of lawful authority is found at the end of this form. Licensed children's services may use this form to collect the child's enrolment information as required in regulations 31-35. Questions marked with an asterisk \* are not required to be answered by regulations, but will assist in the caring of your child.

### INFORMATION ABOUT THE CHILD

FAMILY NAME  DATE OF BIRTH  GENDER M ☐ F ☐ OTHER ☐

GIVEN NAMES  USUALLY CALLED

HOME ADDRESS

LANGUAGE(S) SPOKEN AT HOME

Is your child of Aboriginal and/or Torres Strait Islander origin? / cultural background

☐ **No**, not Aboriginal or Torres Strait Islander ☐ **Yes**, Aboriginal ☐ **Yes**, Aboriginal and Torres Strait Islander ☐ **Yes**, Torres Strait Islander

List cultural background

Does your child have a developmental delay or disability including intellectual, sensory or physical impairment?

☐ YES ☐ NO

If yes, please explain in further detail

### INFORMATION ABOUT THE PARENTS AND/OR GUARDIANS OF THE CHILD

#### PARENT 1

Name

Address  As per child ☐

OR

PH  H  M

Does the child live with Parent 1? Parent 1 ☐ Parent 2 ☐ Both ☐

Email

#### PARENT 2

Name

Address  As per child ☐

OR

PH  H  M

Email

### GUARDIAN (IF APPLICABLE)

Name

Address

PH  H  M

Does the child live with the guardian? YES ☐ NO ☐

Name

Address

PH  H  M

Does the child live with the guardian? YES ☐ NO ☐

## OTHER PERSONS TO BE NOTIFIED

There may be times when the child has an accident, injury, trauma, or illness and the parents or guardians cannot be contacted. To deal with these situations the children's service's should notify one of the following people who are authorised to collect and care for the child after accident, injury trauma or illness.

NAME <input type="text"/>	NAME <input type="text"/>
ADDRESS <input type="text"/>	ADDRESS <input type="text"/>
PH <input type="text"/> <b>H</b> <input type="text"/> <b>M</b> <input type="text"/>	PH <input type="text"/> <b>H</b> <input type="text"/> <b>M</b> <input type="text"/>
Relationship to child <input type="text"/>	Relationship to child <input type="text"/>

## COURT ORDERS RELATING TO THE CHILD

Are there any court orders relating to the powers, duties, responsibilities or authorities of a person in relation to your child or access to your child?

**No**, go to the next section ☐ **Yes**, please complete the following ☐

- If there are court orders in place relating to your child, you must bring the original court order/s for staff to see and a copy to attach to this enrolment form.
- (a) If these orders change the powers of a parent/guardian to:
  - authorise the taking of the child outside the service by a staff member of the service;
  - in the case of a family day care service, the taking of the child outside the family day carer's residence or family day care venue by a family day carer;
  - consent to the medical treatment of the child;
  - request or permit the administration of medication to the child;
  - collect the child from the service or family day care; and/or
- (b) give these powers to someone else.

Please describe these changes and provide the contact details of any person given these powers.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

## DETAILS OF THE PEOPLE WHO ARE AUTHORISED TO COLLECT YOUR CHILD

NAME <input type="text"/>	NAME <input type="text"/>
ADDRESS <input type="text"/>	ADDRESS <input type="text"/>
PH <input type="text"/> <b>H</b> <input type="text"/> <b>M</b> <input type="text"/>	PH <input type="text"/> <b>H</b> <input type="text"/> <b>M</b> <input type="text"/>
Relationship to child <input type="text"/>	Relationship to child <input type="text"/>
NAME <input type="text"/>	NAME <input type="text"/>
ADDRESS <input type="text"/>	ADDRESS <input type="text"/>
PH <input type="text"/> <b>H</b> <input type="text"/> <b>M</b> <input type="text"/>	PH <input type="text"/> <b>H</b> <input type="text"/> <b>M</b> <input type="text"/>
Relationship to child <input type="text"/>	Relationship to child <input type="text"/>

## CHILD'S HEALTH INFORMATION

Name on card

Medicare Number  Ref.  Exp.

## CHILD'S HEALTH INFORMATION

Name of Doctor/Medical service  Telephone

Address of Doctor/Medical service

Maternal and Child Health (MCH) centre

## CHILD'S HEALTH INFORMATION

1. Does your child have any additional needs? ☐ Yes ☐ No

If yes, please provide details of any additional needs and the management procedures to be followed with respect to your child's special needs.


2. Does your child have any allergies or sensitivity? ☐ Yes ☐ No

If yes, please provide details of any allergies and the management procedures to be followed with respect to your child's allergy/ies.


3. Anaphylaxis any allergies or sensitivity?

- Has your child been diagnosed with a risk of anaphylaxis? ☐ Yes ☐ No
- Does your child have an auto-injection device (eg. EpiPen)? ☐ Yes ☐ No
- Has an Anaphylaxis Medical Management Plan been provided to the service? ☐ Yes ☐ No
- Has a Risk Management Plan been completed by the service in consultation with you? ☐ Yes ☐ No

In the case of anaphylaxis you will be provided with a copy of the Services Anaphylaxis Management Policy. You will be required to provide the service with an individual Medical Management Plan for your child signed by the medical practitioner who is treating them. This will be attached to your child's enrolment form. Further information can be found at [www.education.vic.gov.au/anaphylaxis](http://www.education.vic.gov.au/anaphylaxis)

4. Does your child have any other medical conditions (eg. asthma, epilepsy, diabetes etc. that are relevant to the care of your child)?

☐ Yes ☐ No Condition

5. Does your child have any dietary restrictions?

☐ Yes ☐ No If yes, please provide further details of the restriction/s

6. If there is anything else that the children's service should know about your child (eg. excessive fears, favourite activities, attending other early childhood service or early intervention service, etc.)?

☐ Yes ☐ No If yes, please provide further details of the restriction/s

## CHILD IMMUNISATION RECORD

Has your child been immunised? ☐ Yes ☐ No

If tick yes, please provide a copy of immunisation statement printed from My Gov website (copies from immunisation books no longer accepted)

If tick no we cannot except your enrolment.

Name and position of the person at Wynactive who has sighted your child's immunisation statement

Name  Position

### Photo consent

I/we give permission to Western Leisure Services Creche educators to take photographic images for usage for creche internal programs only.

Signature  Date

If you are signing this form on behalf of a child (as parent or guardian) please provide the full name and age of that child

### Declaration and consent to emergency medical treatment

I,  (Print full name)

- declare that the information in this enrolment form is true and correct and undertake to immediately inform the children's service in the event of any change to this information;
- agree to collect or make arrangements for the collection of the child referred to in this enrolment form if s/he becomes unwell at the service; and
- consent to the proprietor or in the case of a family day care, the family day care service, to seek medical treatment for the child from a medical practitioner, hospital or ambulance service.

Signature  Date

### Sun care

I give permission for sunscreen to be applied to my child for outdoor play.

Signature  Date

### Emergency evacuation

In event of an emergency evacuation/drill (e.g. Fire at the centre), the children will be required to evacuate the premises and assemble at a central point of safety. The children will be fully supervised by educators. I understand this and give the centre permission for my child to leave the centre premises for emergency fire practices.

Signature  Date

### Head Lice

I give permission for the centre to check my child's hair for head lice. I understand that if live head lice are found my child will be excluded and will not be able to return until effective treatment has commenced.

Signature  Date

### Procedures

I agree to abide by the centre procedures.

Signature  Date

### Confidentiality of enrolment records

The proprietor of the children's service must ensure that information in the child's enrolment record is not divulged to another person unless necessary for the care or education of the child, to manage medical treatment of the child, where expressly authorised by the parent or prescribed in the Children's Services Regulations 2009 (regulation 35(1) (d-e))

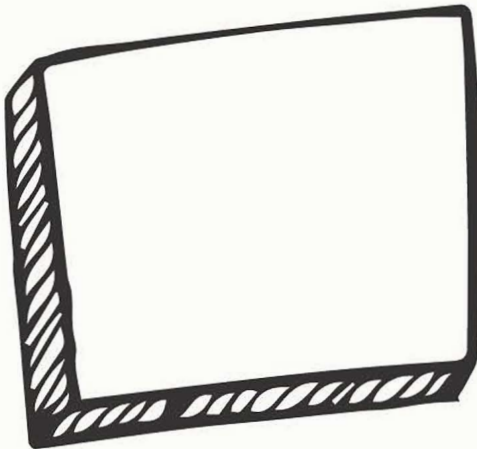
### LAWFUL AUTHORITY

**Parents** – All parents have powers and responsibilities in relation to their children that can only be changed by a court order. The Children's Services Regulations 2009 refer to these powers and responsibilities as "lawful authority". It is not affected by the relationship between the parents, such as whether or not they have lived together or are married. A court order, such as under the Family Law Act, may take away the authority of a parent to do something, or may give it to another person.

**Guardians** – A guardian of a child also has lawful authority. A legal guardian is given lawful authority by a court order. The definition of "guardian" under the Children's Services Act 1996 also covers situations where a child does not live with his or her parents and there are no court orders. In these cases, the guardian is the person the child lives with who has day-to-day care and control of the child. Proprietors are reminded of their requirement to comply with the Information Privacy Act 2000, which requires a Privacy Collection Statement to accompany any enrolment form.

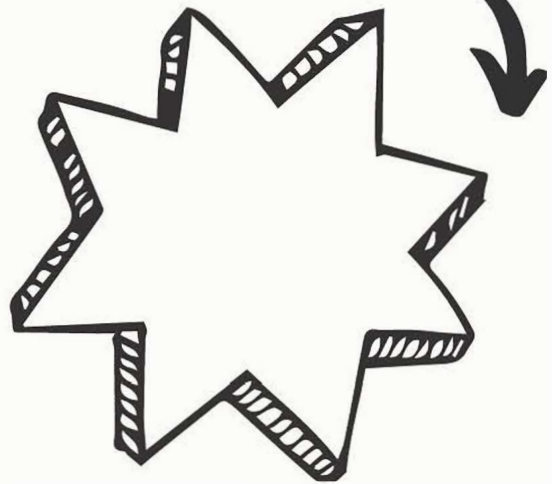
# ALL ABOUT ME!

I am \_\_\_\_\_ years old and I live in \_\_\_\_\_



Me!

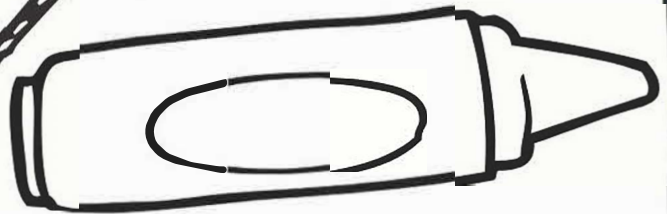
My favorite activity is



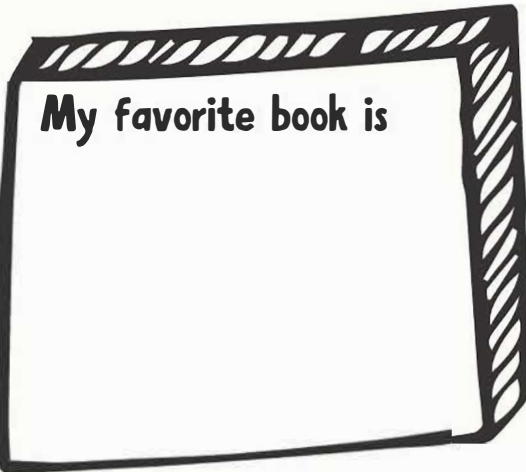
My favorite food is



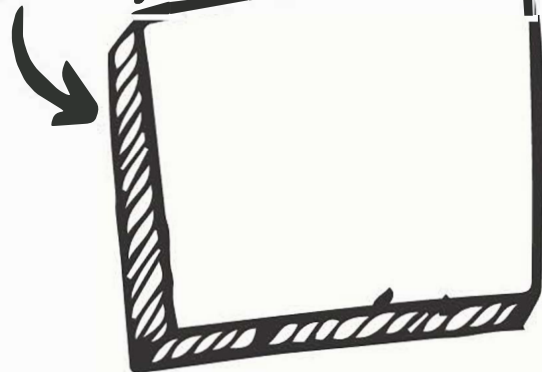
My favourite colour is



My favorite book is



My family



# Starting childcare or kindergarten?

Immunisation information for parents enrolling a child

**OFFICIAL**

## Enrolment requirements in Victoria

By law, to finalise enrolment for your child in long day care, kindergarten, family day care or occasional care, you must provide the service with a current immunisation history statement from the Australian Immunisation Register (AIR) that shows your child is up to date with all the immunisations that are due or able to receive for their age.

## What is an immunisation history statement?

It is a statement from the AIR that shows what vaccines your child has received and, if applicable, which vaccines are due in the future and when.

All vaccines recorded on the AIR will appear on your child's immunisation history statement. You do not need to do anything to get your child on the AIR. Your vaccination provider will tell the AIR when they give your child a vaccine and which vaccines they have given.

Vaccines on the National Immunisation Program Schedule are provided free.

## What is this document used for?

**To finalise enrolment.** To accept an offered place at a service, you must provide a current immunisation history statement. This is usually done within two months before your child is due to start at the service.

**To keep children safe.** If there is a disease outbreak at the service, the document is used to identify children at risk (for example, children too young or those who cannot be fully immunised against a disease) who may need to stay away from the service until it is safe for them to return.

## What if I cannot get a statement?

In some circumstances, a 16 week 'support period' (also known as the 'grace period') can be applied, so your child can start at the service while you arrange to get a statement. Again, the service can advise if this applies to you.

## How do I get an immunisation history statement?

The quickest way to get your child's statement is by using your Medicare online account through myGov or the Express Plus Medicare mobile app.

Alternatively, you can call the AIR on 1800 653 809 to request that your child's statement be posted to you. It can take 14 days to arrive by post.

## What if my child has had immunisations overseas, or they are not eligible for Medicare?

You can get overseas immunisations added to the AIR. You need to take a translated copy of your child's overseas immunisation history to your Australian immunisation provider. They will check the vaccines your child has had and tell you if any additional ones are required. They will update the AIR with immunisations given overseas as well as any new ones.

When your child's immunisations are recorded on the AIR, ask your immunisation provider if they can print an immunisation history statement from the AIR for you to give to your childcare or kindergarten service.

Alternatively, you can call the AIR on 1800 653 809 to check if your child's immunisations have been recorded and request a statement to be posted to you. It can take up to 14 days to arrive by post.



A translating and interpreting service is available by calling 131 450, Monday to Friday, from 8.30 am to 4.45 pm.

### How do I tell if my child is 'up to date'?

Look at your child's current immunisation history statement. 'Up to date' will appear at the top of the immunisation history statement.

At the bottom, it will show 'Next due immunisation(s)' or 'No vaccines due'. If the next due immunisation date is in the future, your child is up to date for their age.

If your child has completed all their childhood immunisation, it will show 'No vaccines due'.

### What do I do when my child has immunisations AFTER enrolling?

After each immunisation, you should provide an updated immunisation history statement to the service to include in their records. Your service will periodically remind you that you need to do this.

## Getting the right documentation

Scenario	Advice
Lost AIR immunisation history statement	Use your Medicare online account through myGov or Express Plus Medicare mobile app to access a copy or call the AIR on 1800 653 809 and request a copy be posted to you. It can take up to 14 days to arrive by post.
Incorrect information recorded on the AIR immunisation history statement	If immunisations are missing from a statement, contact your immunisation provider to check if they have been sent to the AIR. Once the information is recorded on the AIR, you can access an updated copy using your Medicare online account through myGov or Express Plus Medicare mobile app.
Overdue for a vaccination	See a doctor or immunisation nurse. The doctor or nurse will provide the vaccination and advise the AIR. Once the AIR has been updated, you can access a copy using your Medicare online account through myGov or Express Plus Medicare mobile app.
Overdue for multiple vaccinations	See a doctor or immunisation nurse discuss a 'catch-up schedule'. As each vaccination is given, they will update the AIR. Once the AIR receives the information, you can access a copy of your child's immunisation history statement using your Medicare online account through myGov or Express Plus Medicare mobile app.
Medical reasons	If your child cannot be fully immunised for medical reasons, you will need to visit an eligible doctor who may provide an immunisation medical exemption. This information will be recorded on the AIR, noting the vaccines your child cannot receive for medical reasons.  If your child has an immunisation medical exemption recorded on the AIR, information will appear at the bottom of the statement noting the vaccines they cannot receive.
Questions or concerns about immunisation	Seek advice from your doctor or contact your local council immunisation service.

## National Immunisation Program (NIP) schedule

Vaccines listed on the NIP schedule are free to children at birth, 2, 4, 6, 12 and 18 months and 4 years of age. To find out what immunisations your child needs:

- see your doctor or contact your local council immunisation service
- search 'childhood immunisation' on the **Better Health Channel** website <<https://www.betterhealth.vic.gov.au>>
- **Australian Government Department of Health & Ageing Immunise Australia Program** website <<http://www.immunise.health.gov.au>>



- For translated versions of this document, search 'starting childcare or kindergarten' on the **Health Translations website** <[www.healthtranslations.vic.gov.au](http://www.healthtranslations.vic.gov.au)>
- Translating and interpreting service call 131 450
- Early childhood services and immunisation providers can order free copies of this brochure online from the **Immunisation resources order form page on the Department of Health and Human Services website** <[www2.health.vic.gov.au/public-health/immunisation/immunisation-resources-order-form](http://www2.health.vic.gov.au/public-health/immunisation/immunisation-resources-order-form)>

To receive this document in another format, email the **Immunisation Unit, Public Health Division, Department of Health** <[immunisation@health.vic.gov.au](mailto:immunisation@health.vic.gov.au)>.

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Available at: <<https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play>>

## FRUIT 1

## FRESH FRUIT

- Apple
- Banana
- Mandarin
- Orange quarters
- Passionfruit halves (with spoon)
- Watermelon, honeydew, rockmelon chunks
- Pineapple chunks
- Grapes
- Plums
- Nectarines, peaches, Apricots
- Strawberries
- Cherries
- Kiwifruit halves (with spoon)
- Pear

## MIXED FRUIT

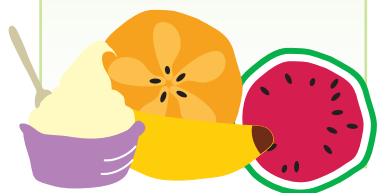
- Fruit salad
- Fruit kebabs

## DRIED FRUIT

- Dried fruit, ~~nut~~, popcorn mixes\*

## TINNED FRUIT/SNACK PACKS/CUPS

- In natural juice (not syrup)



## VEGETABLES 2

## FRESH CRUNCHY VEGIES

- Corn cobs
- Carrot sticks
- Capsicum sticks
- Green beans
- Cucumber sticks
- Celery sticks
- Snow peas
- Tomatoes (e.g. cherry and Roma tomatoes)
- Mushroom pieces

## Can serve with either:

- Hummus
- Tomato salsa
- Tatziki
- Beetroot dip
- Natural yoghurt

## SALADS

- Coleslaw and potato salad (reduced fat dressing)
- Mexican bean, tomato, lettuce and cheese salad
- Pesto pasta salad\*

## BAKED ITEMS

- Grilled or roasted vegetables
- Wholemeal vegetable muffins or scones
- Vegetable slice (with grated zucchini and carrot)
- Popcorn

## SOUP (In small thermos)

- Pumpkin soup
- Potato and leak soup
- Chicken and corn soup

## MILK, YOGHURT AND CHEESE 3

- Milk
- Calcium-enriched soy and other plant-based milks
- Yoghurt (frozen overnight)
- Custard

## Tip:

- Freeze the night before to keep cool during the day

- Cheese cubes, sticks or slices
- Cottage or ricotta cheese
- Cream cheese
- Tatziki dip

## Can serve with either:

- Fruit
- Wholegrain cereal, low in sugar
- Vegetable sticks
- Rice and corn cakes
- Wholegrain wheat crackers

## MEAT OR MEAT ALTERNATIVE 4

- Tinned tuna or salmon in springwater
- Lean roast or grilled meats (e.g. beef, chicken, kangaroo)
- Falafel balls
- Lean meat or chicken patties
- Tinned tuna or salmon patties
- Lentil patties
- Lean deli meats (e.g. ham, silverside, chicken)
- Boiled eggs
- Baked beans (canned)
- Tofu cubes
- Hummus dip
- Lean meat or chicken kebab sticks
- ~~Peanut butter\*~~

## Can serve with:

- Wholegrain sandwich, roll, pita or wrap bread with salad
- Rice and corn cakes
- Wholegrain wheat crackers
- Side salad

- Vegetable frittata
- Skinless chicken drumsticks
- Savoury muffins or scones (e.g. lean ham, cheese and shallots)
- Homemade pizzas with lean roast or deli meats and vegetables

## Can serve with:

- Side salad
- Steamed or roasted vegetables

## GRAIN AND CEREAL FOOD 5

## MAINS

- Wraps
- Sandwiches
- Rolls
- Toasted sandwiches

**Tip:** Use breads such as wholemeal, multigrain, rye, sourdough, pita, flat, corn, mountain, lavash, white fibre-enriched, soy and linseed, herb, naan, bagels, foccacias, fruit bread and English muffins.

- Pasta dishes
- Rice, quinoa or cous cous dishes
- Noodle dishes
- Sushi

## SAVORY BAKED ITEMS

- Homemade pizzas
- Wholemeal savoury muffins or scones (e.g. ham, cheese and corn muffins)
- Vegetable based muffins
- Pasta or noodle bake

## SWEET BAKED ITEMS

- Fruit loaf
- Wholemeal fruit based muffins

## SNACKS

- High fibre, low sugar cereal (e.g. muesli)
- English muffins
- Crackers
- Crispreads
- Rice cakes
- Corn thins
- Wholemeal scones
- Pikelets
- Crumpets
- Hot cross buns (no icing)

## WATER 6

- Take a water bottle (for refilling throughout the day)

## Tip:

- Freeze overnight to keep foods cool in lunchboxes

**Sweet and savoury snack foods (e.g. muesli/fruit/nut bars, biscuits, crisps, cakes, muffins, slices) should be limited in lunchboxes. They can lead to excess energy intake if consumed in large amounts.**

**Sugar sweetened drinks and confectionery should not be provided in lunchboxes. They can lead to excess energy intake and tooth decay.**

