

BOROONDARA SPORTS COMPLEX

Contact us:

Address: 271c Belmore Road, North Balwyn VIC 3104

Website: www.bsc.boroondaraleisure.com.au

Email for Childcare: BSC.childcare@ymca.org.au

To Book:

After you have registered online via our website, and your child has been enrolled on the QikKids system, you will receive a confirmation email from the BSC childcare team. After this time, you can use your 'My

Family Lounge' app  to make a booking.

*Due to child: staff ratios, bookings are essential.

For all enquiries, please phone (03) 9851 0444 during business hours and ask for childcare or use email above.

Centre Opening Hours:

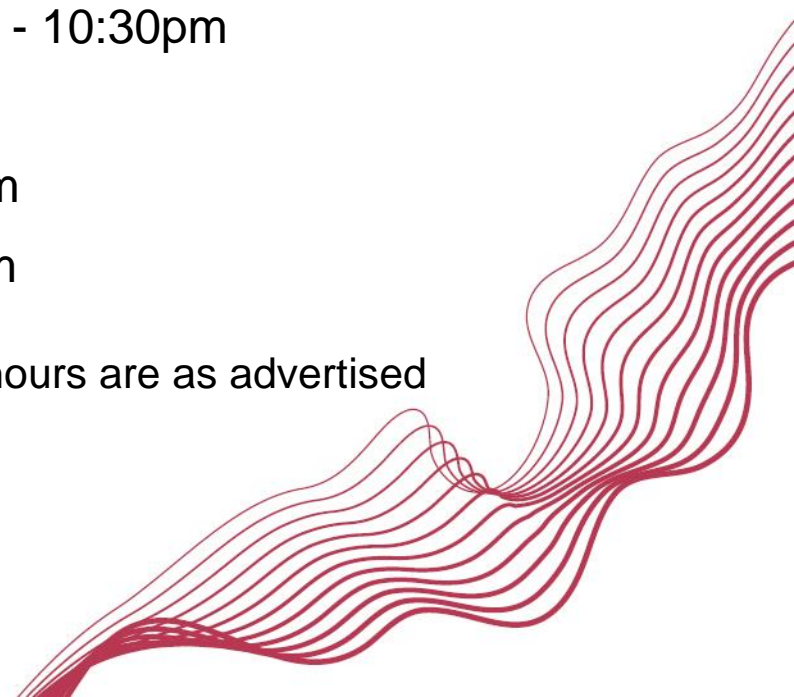
Monday - Thursday: 5:30am - 10:30pm

Friday: 5:30am-11:00pm

Saturday: 6:00am - 10:30pm

Sunday: 8:00am - 10:00pm

NOTE: Public holiday opening hours are as advertised



**BOROONDARA
SPORTS COMPLEX**

BSC

**Childcare
Information
Brochure**



2023 – 2024



BOROONDARA SPORTS COMPLEX

What to Bring

Babies/Toddlers:

- A change of clothes
- Nappies, wipes and compostable nappy bags (Children are to arrive in a clean nappy, however, if during the session it is soiled or extremely wet we will change it)
- A bib or two
- Comfort item (if required), such as a toy or blanket
- Dummy in a sealed, named container (if required)
- Clearly labelled Bottle of Expressed milk, formula or cow's milk (if required)-Please hand over to staff for storage and sign it in the bottle register.
- Water bottle with a lid or a Sippy cup
- A healthy snack or lunch (no nuts or nut products), in labelled containers (if on solids)
- A sun safe hat which covers your child's face, neck and ears
- Sleeping sheet set or blanket for nap time (if required)
- Any medications – please give these to centre staff to manage directly.

Older Children:

- A change of clothes (when involved with hands-on play-based learning, your child may get a little messy!)
- An extra few pairs of undies (especially if toilet training)
- A healthy snack or lunch (no nuts or nut products), in labelled containers
- Water Bottle
- A sun safe hat which covers your child's face, neck and ears
- Any medications – please give these to centre staff to manage directly.

Do I need to pack sunscreen?

It is recommended, as best practice, for you to apply sunscreen to your child before they come to childcare. If you forget, HALC childcare provides child-safe sunscreen as we are committed to being a sun safe organisation. However, if your child has sensitive skin, please feel free to pack your own preferred brand.

Above all, make sure everything you pack is clearly labelled!

BOROONDARA SPORTS COMPLEX

Times, Fees and Charges

(July 2023)

Session Times:

Friday:

Session 1: 9:00am-10:30am

Session 2: 10:45am-12:15pm

(Please be prompt when picking up your children. The 15-minute window in between the sessions allows for pickups and drops that may run overtime, such as parents attending a pre-scheduled group fitness class. If your child is staying both sessions, they do not need to be picked up in-between.)

Tuesday & Wednesday:

Session 1: 9:00am-10:30am **ONLY**

Monday & Thursday: CLOSED

Sessional Care:

Per child per session (Member): \$9.30

Per child per session (Non Member) \$13.20

(Parents/guardians are to remain within the centre at all times)

Occasional Care :

Occasional Care per session: \$20.90

(Parents/guardians are able to leave the centre)

* Payments are made at reception and the docket is brought into childcare to add to your QikKids account.

BOROONDARA SPORTS COMPLEX

emotional, physical, sexual abuse or neglect, as intolerable under any circumstances. YMCA Victoria has a legal, moral and Mission-driven responsibility to protect children and young people from harm and to ensure that any incidents of suspected child abuse are promptly and appropriately dealt with.

Policy principles

Mutually supportive relationships and interactions are integral to quality education and care settings. Secure respectful and responsive relationships between and amongst children and adults provide the foundation upon which the community is established. This policy meets the requirements of the Education and Care National Law and Regulations, honors the rights of all children and guides Educators in supporting each child's learning and development under the standards, learning outcomes and principles of the National Quality Framework.

Please note: in the context of this policy & procedures document, the term 'child' refers to both child and young person under the age of eighteen.

- a) The safety of children and young people is paramount.
- b) Children and young people need to know and believe that they have the right to be and feel safe at all times.
- c) Child abuse is abhorrent and illegal and must never be tolerated or ignored.
- d) Staff and volunteers of YMCA Victoria are entrusted to ensure that the people who care for children and young people act in the best interests of the child and take all reasonable steps to ensure the child's safety.
- e) Staff and volunteers of YMCA Victoria will show a commitment to educating children and young people about self-protection and promote resilience and empowerment strategies within its programming.

Source: YMCA Victoria, *Interactions with children & Safeguarding children and young people policy and procedures*



BOROONDARA SPORTS COMPLEX

On Arrival

New Parents: Before your child can attend BSC Childcare, your child's online enrolment (via My Family Lounge) must be completed, as well as uploading their 'immunisation history statement' from Medicare, showing that they are fully vaccinated, or on a catch up schedule (no jab no play legislation). It is important that you also upload and bring in copies of any medical action plans (in colour), including but not limited to asthma, allergy, eczema or anaphylaxis and the medication required. We take children from 8 weeks-12 yrs.

Please ring the Childcare buzzer and an educator will let you in. (moving forward you will be given a door code). Upon entering the Childcare please follow the procedures below;

- Proceed to foyer area of childcare
 - **If it is busy, please wait for an educator to open the gate.**
 - New parents please check with educators that all Documents (as above) have been provided online. (You should of received a welcome email if online enrolment was successful)
 - All documents must be fully completed before your child can be left in childcare, including any medical Plans.
 - If you require the same booking for the following week, please book via the app
2. Sign your child in on the tablet provided at the front desk. This is a legal document which needs to be signed by the responsible guardian.
 3. Place child's bag in the locker with your child's name on it.
 4. Inform staff of any specific feeding and toileting requirements for staff to document.
 - Bottles (already sterilized at home) must be labelled with your child's full name. Please hand over bottles to staff on arrival to be placed in the fridge. There is a 'bottle register' that needs to be filled out informing staff of the type of milk and time to be given.
 5. Remind staff of any allergies, and if you are providing staff with an Epi Pen or asthma/allergy medication, they will need to be signed into the medication register.
 6. Inform staff if your child is being collected by someone other than yourself and make sure they are confirmed as 'allowed to pick up'. This person must be listed on the child's enrolment form.

BOROONDARA SPORTS COMPLEX

On Departure

Upon entering the childcare to collect your child please follow the procedures below:

1. Proceed to foyer area of Childcare-**Wait for an educator to open the gate.**

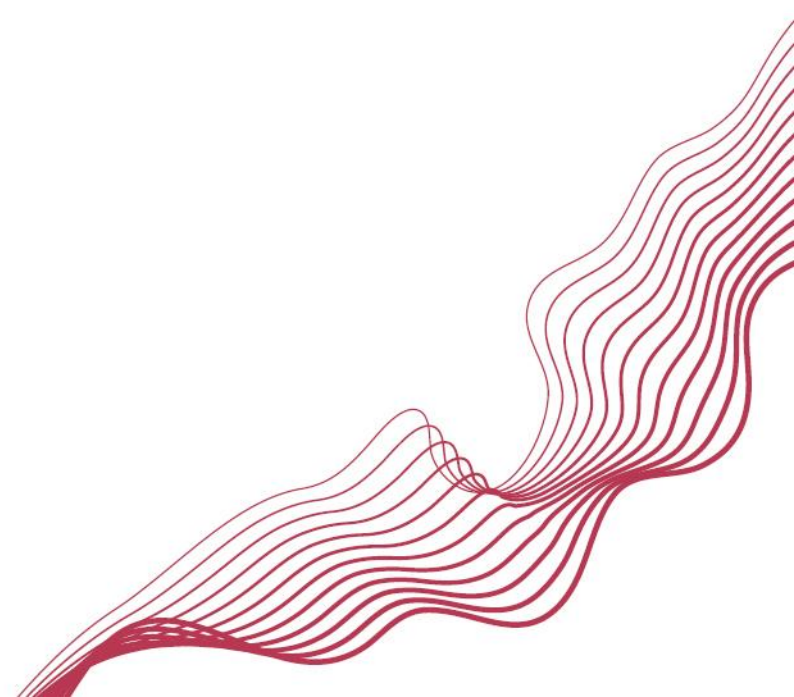
1. Collect your child and their belongings.

2. Sign your child out on the Sign In/Out Tablet.

This is a legal document, which needs to be signed by the responsible guardian.

3. Once you have signed out your child it is your responsibility to leave the childcare room with your child and to make sure the gate is closed behind you.

4. Please make sure you have paid for your session and given your receipt to childcare staff. If not, please pay at the reception desk, located in the front foyer, and then bring your receipt into childcare to be added to your family lounge account.



BOROONDARA SPORTS COMPLEX

Child Protection

Providing a Child Safe Environment

YMCA children's programs will ensure that facilities used provide for the program a range of activities provided are in keeping with ensuring we maintain a safe, healthy and stimulating environment which is accessible to all children and allows for their physical and psychological comfort. As a Child Safe organisation, YMCA Victoria will ensure that all programs and services adhere to the 11 Victorian Child Safe Standards and 10 National Child Safe Principles.

To ensure a child safe organisation the YMCA will:

- Ensure all new staff and casual relievers undertake a thorough recruitment, selection and orientation process. Before employment can commence a prospective staff member must ensure they have a current and valid Working with Children Check, a current clear Police Records Check, First Aid qualifications, including Asthma and Anaphylaxis.
- Ensure that at all times the service complies with the regulated staffing requirements as outlined in the Children Services Regulations and that there are two staff members on duty when opening and closing the childcare service.
- Staff will at all times actively and effectively supervise children and maintain child staff ratios.
- Provide up to date information and access to professional development for staff.
- Provide information and resources for families on Child Protection issues, concerns and where to access help and further information.
- Be alert to the risks and signs of abuse and neglect and reporting procedures.
- Follow the appropriate procedures for documenting and reporting concerns.

Child Protection Policy:

Statement of intent

“Mankind owes to the child the best it has to give.”

United Nations Convention on the Rights of the Child 1989.

YMCA Victoria recognises that all children and young people have the right to develop and reach their potential in environments that are caring, nurturing and safe. YMCA Victoria considers any form of child/young person abuse, inclusive of

BOROONDARA SPORTS COMPLEX

Childcare Cancellation Policy

The convenience of the 'Family Lounge' app means you can cancel your child at any time before **9:00pm** the day prior to your booking. It is helpful to give **24 hours'** notice but we understand that this is not always possible so at the latest by **9:00pm** the day before you wish to cancel.

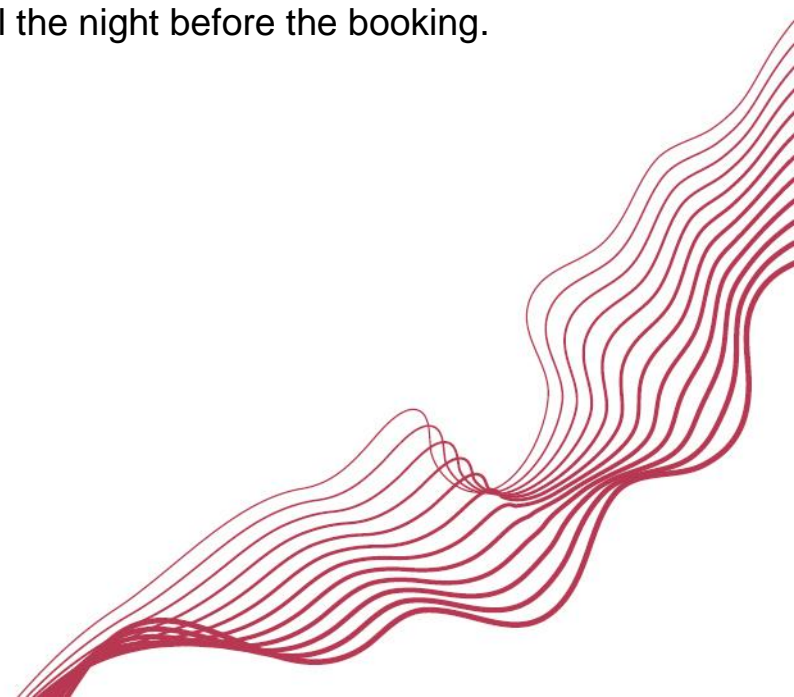
Please note: By cancelling on time, via the app, enables other parents to take your place. It also allows the Childcare team to make sure we have adequate staff for the numbers.

Failure to co-operate with this policy or not showing up for a booked session will result in the booked session being charged and debited from your family account.

Please note: When booking, if you find the sessions are full (red strip on calendar day), you can put your name on a waitlist by messaging the Childcare Team via email: BSC.childcare@ymca.org.au.

Please include: Date and session you require, your child's name and age, and your name and contact number. If a space becomes available you will receive a reply. It's important and usually more effective, however, to keep checking your Family Lounge app for any spots to become available. Families can cancel all the way up until the night before the booking.

Your co-operation is appreciated.

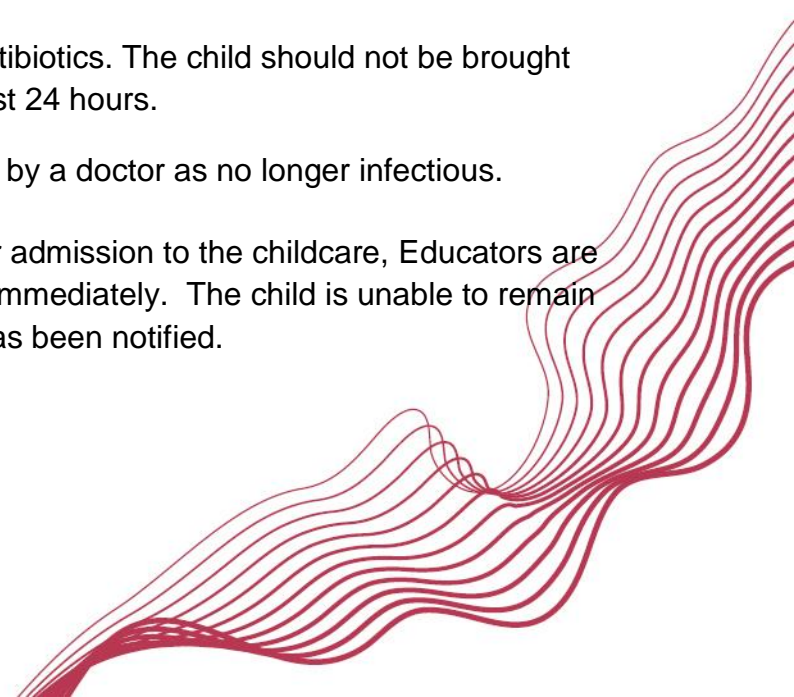


BOROONDARA SPORTS COMPLEX

Please keep your child at home if she/he has:

- A **temperature** in the morning.
- A **severe cold**, a **fever**, coughing, flu like symptoms, is sneezing, has nose drainage, or is **positive for Covid-19** (Please follow Covid-19 protocols at the time of diagnosis).
- **Conjunctivitis** - eye infection sometimes referred to as “pink eye”. The eye may be red with some burning and thick yellow discharge may be visible. Conjunctivitis is very contagious.
- **Bronchitis** -may begin with hoarseness and slightly raised temperature. The cough may be dry and painful but gradually become productive. Bronchitis is a serious disease in children as it may develop into pneumonia.
- A **rash** that has not been identified diagnosed and treated by a doctor.
- **Impetigo** (school sores) - shows as red pimples which become weeping sores when blister breaks. Occurs most frequently in moist areas of the body, e.g. neck groin, mouth/face, etc. Impetigo is very contagious.
- **Diarrhoea** - bowel movements that look different and are more frequent and vomiting. Keep your child at home for at least 12 hours after the occurrences of either diarrhoea or vomiting. Gastric Infections are easily transferred amongst children (and staff).
- Any contagious disease: **measles, mumps, chicken pox**, hand, foot & mouth etc.
- An **ear or throat infection** and is on antibiotics. The child should not be brought in until he/she has medication for at least 24 hours.
- **Ringworm** - unless treated and cleared by a doctor as no longer infectious.

Please note: If a child becomes ill after admission to the childcare, Educators are advised to contact the parent/guardian immediately. The child is unable to remain in childcare once the parent/guardian has been notified.



BOROONDARA SPORTS COMPLEX

Sleep & Rest Policy

The YMCA are committed to the promotion of safe sleeping practices for young children. We also recognise a child's need to access areas of relaxation and rest in their busy day and respect and recognize that each child's requirement will be individualized and, in the child's, best interest at all times whilst working collaboratively with families. The YMCA has a duty of care to ensure children are provided an environment which is safe, well supervised, comfortable and secure in order to meet their development stages and individual needs for sleep and rest.

The Sleep and Rest procedure accompanies this policy and provides the necessary guidance for YMCA Victoria and its employees to ensure children's sleep and rest requirements are supported while they are attending our services. This procedure follows recommendations from the nationally recognised authority Red Nose (formerly SIDS and Kids), which provides current evidence-based principles and guidelines on safe sleep and rest practices for children

- Prams, pushers, strollers, bouncinettes and rockers must not be used unsupervised or as a sleeping environment for babies or children. In regards to the use of prams, the recommended practice will be adhered to as follows:

A pram is not designed to be a permanent place or suitable place for babies to sleep if unobserved. If a baby only settles whilst in the pram, educators will remain with the baby and when the baby is asleep, then place baby into a safe cot. Babies will not be unattended in a pram (Source: 'SIDS & Kids Safe Sleeping Child Care Kit: Safe Sleeping Background', May 2015).

- Cots are provided for children requiring sleep whilst in our care
- Supervision will remain constant and active, and documented in 10 minute intervals.

It is important that we reiterate that our priority is first and foremost with each child's safety and wellbeing.

For more information on safe sleeping practices please visit the website
<https://rednose.com.au/>
<https://www.acecqa.gov.au/safe-sleep-and-rest-practices>

Kind regards,
BSC Childcare Educators



BOROONDARA SPORTS COMPLEX

Occasional Care

Occasional care is available all hours during Childcare times.

Tuesday & Wednesday:

Session 1: 9:00am-10:30am

Friday:

Session 1: 9:00am-10:30am

Session 2: 10:45am-12:15pm

(The 15-minute window in between the sessions allows for pickups and drop offs that may run overtime, such as, Parents attending a Pre-Scheduled Group Fitness Class or siblings swimming lesson till 10:30am or starting at 10:45am.)

Minimum: (1 session) 1 ½ hours per day

You may book for 1 ½ hours, during the 1st or 2nd sessions when available (9:00-10:30am or 10:45-12:15pm)

Or you can book for 3 hours (9:00 12:15pm) going over both sessions.

Maximum: 15 hours per week

This allows you to leave your child in care whilst you attend to matters away from the centre. It is a good opportunity for you to make appointments.

Bookings can be made 7 days in advance.

For all other session times you are **required to remain in the centre.**

Unfortunately we are CLOSED on Monday & Thursday

