

THIS TEMPLATE DOES NOT GRANT ADMISSION TO ANY QEC PROGRAM WITHOUT A QEC HEALTH PROFESSIONAL CONSULTATION.

Should you have any difficulty with your arrival time, it is important that you advise us as soon as possible. It may be necessary for your booking to be rescheduled and this booking to be reallocated. We look forward to meeting you Monday.

CLIENTS BOOKED IN

Please could you confirm your attendance at least one week prior to admission and give at least 24hrs notice if canceling your attendance either phone or email.

CLIENT DETAIL FORMS

All forms must be completed prior to the day of admission.

- Mother Details and Health Details
- Father/Support Partner's and Health Details
- Child Health Details

FAMILY ADMISSION

We encourage and welcome both parents to participate in the QEC program. If you are parenting alone, you are welcome to have the person who supports you in your parenting role participate in the program. Partners unable to stay for the 5 day program are encouraged and welcome to attend at any time and stay overnight when possible. This enables partners to participate in education groups and learn and practice parenting strategies together. QEC provides a facilitated group for **Fathers/Partners every Wednesday evening from 7.30 – 8.30pm.**

EXCLUSION DUE TO ILLNESS

It is important to let us know (preferably prior to admission) if you or your child have any signs of illness which could readily be transferred to other families or staff members. If necessary we can reschedule your booking.

CHILD SAFETY

On arrival at QEC, please make your way to Reception. If your child has the ability to walk, it is essential to hold their hand while making your way from Car Park to Reception to ensure child safety in the car park. Once settled into the Residential Unit, staff are available to care for your children, whilst you collect your baggage.

NUT AWARE POLICY

Some adults/children have allergies, which can cause life threatening reaction. QEC request you do not bring any nuts or nut products into QEC during your stay. If you/your child has an allergy please notify staff on your arrival.

MEALS

Fresh family meals are provided each day for you and your children from our on-site kitchen. If a family member has specific dietary needs (e.g. Gluten/Wheat free diet, Halal, Kosher, Vegan etc.) please advise a week prior to admission. If needed please bring infant formula, teats and bottles. Sterilizing equipment is provided.

VISITORS

We suggest you limit the number of visitors you have during your stay. This provides you with the best opportunity to gain education and support, practice techniques and strategies and increase your confidence to apply them at home.

During business hours 9.00am – 5.00pm, visitors are required to report to reception upon arrival and departure, to sign the visitor's book.

After hours: 5.00pm – 9.00am, visitors are required to report to the Nurses' Station in the Residential Unit for signing in.

DISPOSABLE NAPPIES

QEC is required by law to ensure proper disposal of disposable nappies. 'Pink Lady Disposal' is employed by QEC for this purpose. Please bring your own supply of disposable nappies.

- The charge for this service weekly is **\$20.00** per child
- For Children in night nappies only **\$ 2.20** per child per night
- QEC has **No EFTPOS** facilities, but does have **Credit Card** facilities.

MEDICATIONS

- Please bring current medication used by either the parent or child with you
- Bring medication or vitamins in their originally dispensed containers (i.e. not in other containers)
- You will be responsible for administering your own and your child's medication that you bring in with you. It is your responsibility to store medications safely (refer security below)
- Any medications ordered by a QEC medical practitioner will be stored in a locked cupboard in the staff office and will be dispensed to you or your child by a nursing staff until your discharge

OTHER THINGS TO BRING WITH YOU

- Medicare Card, Health Care Card, Pension Card, if applicable, for each person attending (each child attending QEC must be registered with Medicare and have a Medicare number)
- Child Health Record
- Toiletries
- Small change for public phone, washing machine and clothes dryer (4 x \$1 coins are required for the washer and dryer) and soap powder for washing
- Clothing for parents and child, hats, sunscreen, rain coat, warm jacket as per the seasonal requirements
- Pram and/or Rocker chair (bouncinette)
- Dummies x 2, if used
- Special toy or security item labeled with your child's name
- There are hydronic heaters each room; however you may bring an extra blanket /doona if required

SECURITY

There is a safe in your room for storage of your valuables and medication. It remains your responsibility to care for any belongings that you may bring to QEC.

PARKING

There is plenty of parking on site. QEC takes no liability for damage, loss or theft of personal property or vehicles so please remove all valuables.

For cancellations, confirmations or any other queries regarding your stay please call 9549 2782.

We look forward to seeing you at the QEC Residential Service