Welcome to Trinity Gardens
Children’s Centre

Parent Information Booklet

Trinity Gardens Children's Centre
160 Portrush Rd
Trinity Gardens SA 5068
Phone: 8333 2557
Welcome to Trinity Gardens Children’s Centre the following information may help you when accessing the Centre.

Evacuation and Emergency procedures are displayed on the noticeboard at Reception.

Programmes
The Children’s Centre offers a variety of programmes for both adults and children. A programme of activities is available from the reception desk. The preschool programme runs from the Early Learning Centre located on the other side on the school grounds.

Contacts
- The direct line to the Centre is 8333 2557.
- Alternative contact is the school phone number 8431 4170 option 2 for the ELC
- Staff members are Rowena - Director  
  Emma –Reception

Security
- Doors leading outside from the community and crèche room will not open from the outside, unless keyed open from inside first.
- To hold doors open secure latch to outside wall.
- Outside gate onto school oval is the Centre fire exit.
- As you leave please check that doors are locked and lights are out. Turn snib on community and crèche room doors to locked position.

Health
- First aid cabinet is located in the children's bathroom
- Extra toilet paper is located in the cupboard in the disabled toilet.
- Nappy change facility in the children’s and disabled toilets.

Wellbeing
- Air conditioning will be turned on by Centre staff. If it is too hot or too cold please ask staff to make adjustments.
- To use zip tap hold safety button in and push down hot water lever. If zip tap is not working a kettle is in the cupboard.
- Flip tables and chairs are stored in the consulting room.

Respect
- Please return inside toys to cabinets and shelves.
- Outside toys to be returned to the shed, key available from reception.
- If you do not know where something lives place it on the bench in the crèche room.