



53 Thomas Street, Noble Park
Tel: 9549 2777
Fax: 9549 2779

This letter confirms your **Day Stay Program** booking at QEC for:

WHERE TO GO ON ADMISSION:

Please report to the reception area at The Queen Elizabeth Centre, 53 Thomas St, Noble Park between **8:15 – 8:30 am** on your admission day. It is important that you arrive at reception on time. The program begins at 8.30 a.m. and finishes at 3:00 p.m. We welcome your partner or other support person to attend the program with you. Please call 9549 2732 ASAP to confirm your admission.

EXCLUSION DUE TO ILLNESS

If you or your child have signs of illness which can be readily transferred to others, please contact QEC to reschedule your admission.

Infections can be readily transmitted to other families and staff members and we ask for your help in preventing outbreaks of illness at QEC.

CLIENT DETAIL FORMS

Please complete the enclosed personal information forms and return to QEC in the envelope provided. **Please complete the enclosed personal information forms and return to QEC in the envelope provided. This will enable your information to be processed prior to your arrival and prevent delays in the admission process.** The information you provide on these forms is strictly confidential and kept in your client records.

PARKING

Parking is readily available on site in the carpark facing Thomas Street. If the car park is full, parking is available in nearby streets. Please remove valuables from your unattended car. QEC accepts no liability for damage, loss or theft of personal property or vehicles.

MEALS:

Please bring your infant/child's dietary requirements for the day including;

- Age appropriate food for lunch and snacks.
- Formula, bottles, teats or feeding cup if used.

You may either BYO lunch or purchase a sandwich at QEC. Lunches are ordered at reception on admission. The lunch menu consists of salad or chicken and salad sandwiches (\$5.50), and/or fruit plate (\$2.50).

OTHER THINGS TO BRING WITH YOU:

- Completed **client detail forms** (if not already returned to QEC)
- **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.
- Change of clothing, bibs, nappies, etc.
- Sunscreen, hats, a change of clothes appropriate for weather.
- Favourite quiet toy (with name tag) and blanket to help settling for a sleep.

SECURITY

It remains your responsibility to care for any belongings that you may bring to QEC.

If you have any queries, please call QEC on 9549 2732. We look forward to seeing you at The QEC Day Stay Service.

Yours sincerely,

Claire Powell
Manager, Clinical Services