

## Crèche rules



### **1. Signing in**

Please present your receipt / card to a staff member upon entering the crèche. Detail the time, your location during your child / children's visit and any information or special instructions for the care of your child at the time of signing in. Parents cannot put children in the crèche without first speaking to a crèche assistant.

### **2. Labels**

Please label all items you bring into the crèche with your child's name, including prams, lunch boxes, drink bottles, bags and hats. Labels are provided for you at the front desk.

### **3. Remain on the premises**

Parents / caregivers must remain on the Lords premises at all times whilst their child / children are in the crèche and are required to observe the crèche's time limits.

### **4. Recalling the parent / caregiver**

Should your child become overly distressed or display unacceptable behaviour, crèche staff will, in the interest of all concerned, recall the parent / caregiver to the crèche.

### **5. Infections**

Please do not bring your child/children into the crèche if they have cold or flu symptoms, conjunctivitis, diarrhoea, vomiting, cold sores, school sore, rash, fever or any other obvious illness. In order to prevent cross infection, sick children are not able to attend the crèche. School children who are not well enough to attend school are not able to visit the crèche.

### **6. Providing relevant supplies for your child**

Please provide spare nappies, wipes, plastic nappy sacks and a change of clothes. The crèche requires a pram or stroller for children under two years of age.

### **7. Lost property**

At the end of the day, any item not belonging to the crèche are placed into the lost property box at the crèche front desk. Please check this box if you are missing any belongings.

## **8. School aged children**

Children aged seven years and older are not permitted to attend our crèche. As an alternative, we offer a wide range of school holiday activities which cater for children of this age group.

## **9. Allergies and nut products**

To protect the children in our care who may have allergies to peanuts and similar nut products, we have put in place a nut free policy. Parents of children who have a known allergy to nuts, or anything else, should inform crèche staff at the time of enrolment and each time they sign in. Please advise of the severity of the child's allergy, the symptoms and the emergency procedures to be followed in case of an allergic reaction.

## **10. Collecting your child**

Children are only discharged to the person who signed them in (regardless of relationship) unless a prior arrangement is made with crèche staff. All children must be signed in and out of the crèche and the time recorded.