

# Creche Terms Conditions & Recommendations



## HOW TO USE THE CRECHE

- Check in and pay (crèche is free for members) at the reception desk
- Collect a crèche entry card at reception and hand it to crèche staff
- If you are using the crèche for the first time, you need to complete a child information form
- Complete the sign in sheet at the crèche prior to leaving your child
- You must sign out your child upon leaving the crèche (children will only be released to the parent/guardian who signed them in).
- As we have limited crèche availability, a two hour time limit applies.
- The creche is subject to a 1-2 week closure over the Christmas/New Year period each year.

## WHAT TO BRING

- Spare nappies, clothes, and wet wipes for all babies/toddlers
- Toddlers who are toilet training are required to wear pull-ups
- A hat and sunscreen for outdoor play
- Clearly mark all personal items with your child's name
- A healthy snack and drink for your child
- Nut products of any sort are not permitted.