

Creche Terms & conditions



Our crèche is not a licensed child care centre, and as such is not subject to the licensing requirements of the *Children and Community Services Act 2004*. However, the following conditions of use do apply:

- Parents **must** remain within the boundaries of the centre at all times whilst your child is in the crèche.
- Children will only be released to the parent/guardian who signed them in.
- Children in nappies must be clean on arrival.
- If a child soils their nappy whilst in care, changing nappies will be done at the discretion of the staff – parents may be requested to do so.
- Parents must return to the crèche immediately, if requested by staff.

STAFF RATIO

A child/carer ratio of one carer per ten children (1:10) is maintained to ensure adequate and constant supervision of all children in our care.

Once we have reached our capacity, parents will be asked to wait until a space becomes available.

ADMISSION REQUIREMENTS

- Check in and pay with the crèche workers.
- If you are using the crèche for the first time, you need to complete a child information form.
- Fill in 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.
- No food containing nuts is to be brought into the crèche area.

PRAMS

Due to limited space within the crèche, prams are to be parked outside the room.

ILLNESS, DISTRESSED CHILDREN AND EMERGENCIES

- Any child showing signs of illness will not be permitted into the crèche.
- Crèche staff will contact parents immediately if:
 - their child becomes ill
 - their child becomes distressed and staff have been unable to calm them and
 - an accident occurs (staff will complete an accident report).
- In the event of an emergency, staff will direct all children and patrons to a safe area within the centre or outside the centre.