

# Gym Crèche

## Important Information

We want all children within the crèche to be comfortable and safe during their time with us.

### **Where is the crèche?**

The crèche is located within two upstairs party rooms at Brean Play. A lift is available. Please pay for your session at Brean Play reception and take your receipt up to the crèche. The crèche doors remain locked at all times so please knock on the door, no earlier than 5 minutes prior to your session. Note due to our child to adult ratio we will be unable to accept children until the allotted time.

Bookings can be made up to 14 days in advance in person at Brean Play. If you no longer require a space please let us know as soon as possible so we can release the space to someone else.

You will be required to sign your child in and out of the crèche each time.

### **The crèche team**

We will always have one crèche team member that holds an Early Years Level 3 qualification, DBS check and paediatric first aid qualification. We are not required to be OFSTED registered but will comply to OFSTED guidance and for staff to children ratios.

### **Crèche admission rules**

We have some admission rules which parents/guardians must follow and adhere to please:

1. The crèche is only available for the children from six months of age – 4 years and to users of Brean Splash Gym.
2. Parents are required to register their child and complete a registration form prior to attending the crèche. Please ensure you notify us if any conditions change such as address, contact details, medical conditions, allergies etc.
3. Children can only be left at the crèche at their allocated time. We request that you pick your child up on time to avoid a late charge being applied.
4. Children can only be dropped off and picked up by the same person.
5. A minimum care period of 1 hr applies, with a maximum of 2 hours care per session.
6. Parents/guardians must remain on the premises at all times and be contactable by mobile phone.

7. Parents are asked to refrain from bringing children who are suffering from any illness that could be passed onto another child. If you are unsure please contact the crèche. This includes conjunctivitis, diarrhoea, measles, impetigo, chicken pox, head lice, warts. Similarly parents should refrain from bringing children back until the infection has cleared. If your child has sickness or diarrhoea please allow 48 hours before coming back to the crèche.
8. Please note we are unable to administer any medicines in the creche.
9. There will always be a first aider on duty. In such instance every attempt will be made to contact you and you will be informed of any accident or incident involving your child.
10. If a child becomes excessively upset parents/ guardians will be called back to the crèche.
11. Due to creche team illness we may need to cancel a session. We will give you as much notice as possible if this happens.
12. If you have milk or food or drink please ensure these are labelled. To avoid any allergic reactions please do not bring any items with any nuts in them. We will provide water and squash.
13. Parents/guardians are required to supply an adequate amount of nappies, wipes, and nappy sacks. A change of clothes should also be provided. Please ensure your child arrives freshly changed.
14. In the event of a building evacuation during an emergency, children will be evacuated to the assembly point in the Golf Club car park. Parents are requested to not go to the crèche but to proceed out of the building by the nearest exit and reunite with their child at the assembly point.
15. If you have any feedback or complaints please initially raise these with our crèche team or our Duty Officer within the Brean Splash/ Brean Play building.
16. A copy of our creche operation procedures are available to view upon request to a creche team member.
17. The creche provision may be withdrawn at any time due to business operational decisions or demand.

# Gym Creche

## Registration Form

**Childs name:** ..... **DOB:** .....

Name of Parent (s)/Carer (with parental responsibility).....

Address: .....

.....

..... **Postcode:** .....

**Email:** .....

**Telephone Home:** ..... **Telephone Mobile:** .....

### Child Information

**Immunisations up to date?**  **Yes**  **No**

**Any Allergies?**  **Yes**  **No**

If yes please specify: .....

**Does your child have any medical conditions that we need to be aware of?** **Yes**  **No**

If yes please give details: .....

Is there any further information regarding your childs health that we should be aware of?

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**Please circle:** Nappy / Potty / Toilet

In order for the Creche team to provide individual care for your child, are there any special requirements such as diet, clothing, religious considerations etc. we should be aware of?

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Is there any other information you would like to inform us of to ensure your child's stay is as happy as possible?

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**Parent/Carer (with parental responsibility)**

The information on this form will be held in accordance to data protection rules. We will not pass any information onto third parties.

**Consent for photographs:** Yes / No

**Consent for receiving news information from Brean Splash:** Yes / No

If my/our child is injured whilst in the Creche, I/we hereby give permission for qualified members of staff to administer first aid or to make the decision to call further assistance. Every effort will be made to contact you immediately in the event of such an incident. I/We have also read and understand the creche admission rules.

**Parent /Carer**

Signature: ..... Print name: .....

Date:.....

Creche Team Signature: ..... Print name: .....

Date: .....

**Creche Team**

Is any further action required or individual care plan needed based on the above answers Yes / No. If yes, please complete additional sheet.