

# **Crechendo Crèche Guidelines and Procedures**

In order to provide a safe, secure and happy environment for your child/ren while they enjoy the complimentary crèche service, we ask that the following guidelines and procedures are followed:

- Parent/guardian must complete the registration form before signing their child/children in.
- You must remain within the conference facility at all times **and** must be contactable at all times via mobile phone while your child is in our care. If called to care for your child/ren you must return immediately.
- All children must be signed in and out by a parent/guardian. The parent/guardian who signs the child in must be the one to sign the child out. Child protection regulations require that we release the child/ren into the care of the same adult who signed them in (**unless** stated on your registration form).
- Please inform a crèche staff member if your child has any allergies or special needs. Please note that it is our policy NOT to administer any medication to children in our care. This is the responsibility of the parent/guardian.
- Due to health regulations, children who have been sick in the last 24 hours with an infectious disease and common cold cannot be admitted.
- If a child becomes ill after admission, the parent/guardian will be notified immediately, and arrangements must be made for the child to be taken from the crèche.
- Please DO NOT bring sharp objects, money or small items. (If it fits into a film canister it could be swallowed by smaller children.)
- Please ensure your child/ren belongings are labelled clearly!

**We trust that your child will have an enjoyable time at Crechendo's Crèche, giving you time to enjoy your event.**