

# Wellington Health & Fitness Club

## CRECHE REGULATIONS

Members using the crèche facilities are reminded that they are required to swipe their card on Every Visit.

1. Users are reminded that the maximum period of care offered is TWO HOURS. Parents MUST remain on the premises whilst their child is resident in the crèche and must be contactable if needed. If you are making use of the grounds you must be no more than 10 minutes away. You must obtain a wristband from reception and you are only allowed on areas designated by the College. **If you are called back to the Crèche you must return immediately.**
2. In accordance with the Children Act 2004 Regulations, we require a completed registration form for each child before we can accept them into the crèche. These forms are kept locked away in the crèche.
3. Refreshments are NOT provided by the Health & Fitness Club. Any food or drink left will only be given if it is CLEARLY marked with that child's name. Fresh drinking water is available for all the children at all times.
4. Toiletries and nappies are NOT provided by the Club. Any toiletries required need to be left with the crèche staff . All parents and guardians need to be aware that latex gloves are used in the nappy changing procedure. Any allergies must be noted on the child's registration form.
5. The crèche capacity is for 26 children at any one time. However, this number is dependent on the ages of the children booked in, as we are required to follow a strict supervision ratio set by OFSTED. In effect, this will mean that places available will be reduced if there is a high proportion of very young children booked in at any one time.
6. Only members may book their child into the crèche up to 7 days in advance, providing there is space to do so. Family Gold card members who do not honour allocated bookings will be charged the standard penalty fee.
7. Non-Members and guests of members are permitted to book spaces 2 days in advance, but this is dependent upon availability of spaces.
8. Guests of members are allowed to utilise the facilities on three occasions. After this, they MUST either take out a membership for themselves or be classed as a Non Member.
9. crèche cancellations can be taken without payment before 9am on the day in question. Failure to cancel will result in a £5 fee being levied. Cancellations must be made if any booked space can not be used.
10. In order to maintain a healthy environment, please do not book a child into the crèche who is known to be unwell . If your child is unwell or has had an upset tummy, please allow **48hrs** from last attack before rebooking child into the crèche.
11. Children booked into the crèche must wear shoes or slippers at all times. No Wellies, Crocs or Boots.
12. Only children under 5 years of age will be allowed in the crèche.
13. A child's stay in the crèche may be extended if your circumstances require this. However this will only be possible if there is space available in which to extend the child's stay. These extensions can only be granted up to a maximum of 2 hours.
14. In the event of fire or emergency evacuation, the crèche supervisor will co-ordinate the evacuation of the area and the children will be gathered on the grassed area near to the playing field known as Turf.
15. Parents/Guardians are reminded that children using the crèche MUST be collected on time. Failure to do so will restrict the access of children booked in at later times and will result in a **late collection fee of £5 per child being charged.**
16. Copies of Wellington Health & Fitness Club Child Protection Policy can be obtained from the crèche/fug room.
17. A copy of Wellington College Equal Opportunities Statement is available from the Crèche. A copy is on display on the crèche notice board.
18. Any complaints should be directed to the Health & Fitness Clubs point of contact. This is the Commercial Manager, who is our point of contact with OFSTED, the governing body.
19. Allegations against a member of staff should be made directly to the Operations Manager who is the registered person for OFSTED. A set procedure is available for viewing in the Crèche EAP. Please ask the crèche supervisor for more details.
20. Although we have a cot if your child will need to sleep please bring their preferred pushchair or car seat.
21. We will only give the child back to the person who dropped them off or a designated family member. If it is not a family member there must be an accompanying letter
22. Any bruising on a non-independently mobile infant is rare and a cause for concern. In order for us to comply with Bracknell Forest Council procedures we must inform Children's Social Care immediately if bruising is found.