

# Creche Guidelines

## GUIDELINES FOR PARENTS/CARERS



### Admission

Please ensure that you have read and completed all appropriate forms. This information is legally required and is essential in the interest of your child's safety.

Enterprise Childcare operates an "Open Door" policy. Please feel welcome to visit our crèches at anytime.

### Health and Safety

Children must be signed in and out of the creche. If, for any reason your child is to be collected by anyone other than the named adult, creche staff must be informed. A child cannot be released to any other person without prior notification.

Childhood illnesses are common and can be highly contagious, unfortunately we cannot care for a child who is unwell.

### Safeguarding Children Policy

Enterprise Childcare has the responsibility to protect children from abuse and exploitation, to respond appropriately when abuse is identified, and to ensure that all children in our care are able to exercise their right to be raised in a warm, stimulating and safe environment with the support of staff, their families and carers. This also applies to children visiting the service.

Enterprise Childcare is registered and inspected by the Care Inspectorate Nos CS2003004076

### Personal Belongings

Please do not leave any personal belongings within the creche room, as we cannot be liable for any personal belongings left in the creche room.

### Privacy Policy

The information we collect for the creche is held under the GDPR. If you would like to know how we use your data, please speak to the staff.

### General Information

Please ensure staff are aware of any changes of information, e.g. new address, new telephone numbers, allergies, illness etc.

Parents must bring their own child's nappies, wipes, bottles and changes of clothing.

Registration, insurance documents, policies and procedures and information on safeguarding children and how to make any complaints to the Care Inspectorate are available from the creche team. Please do not hesitate to ask to see them at any time.

Enterprise Childcare follow a healthy eating policy, therefore parents are requested not to give children sweets to bring into the creche room.

The creche team are there to help you, please feel able to discuss with them any matter concerning your child/children.

If you need any further information, please contact: **Julianna Cockburn, Manager, Enterprise Childcare Telephone: 01475 744404.**