
Crèche – User Guide

In order to make the crèche a structured and safe environment for the children, all parents / carers are requested to read the following guidelines thoroughly

1. All children must be signed in to the crèche at the start of the session
2. All children must be signed out of the crèche at the end of the session
3. If a different person is collecting the child, other than the person that signed the child in, a member of crèche staff must be informed when a child is signed in and the name of the person given
4. If the parent / carer intends to leave the premises during the session (for example to go out with the running club), then a mobile phone number should be provided in case of emergency
5. Parents / carers are required to provide a drink in a named cup or bottle for each child. If the parent does not wish the child to have a drink or snack during the session they should inform a member of the crèche staff
6. Spare nappies and changing toiletries must be provided for all babies and toddlers that require them
7. If your child has sickness, diarrhoea, impetigo, conjunctivitis, chicken pox, head lice or any other contagious condition, for health and safety reasons we ask you not to bring your child to the crèche until the symptoms clear
8. The crèche activities will be divided up into 4 x 20 minute blocks, during which time different activities will take place. This is designed to stimulate all ages of children whilst adding structure to the session, this will vary depending on the ages and number of children. The following is a breakdown of the activities
 - i. 0-20 mins – craft – making cards, hats, drawing etc
 - ii. 20-40 mins – snack and drink
 - iii. 40-60 mins – active play – puzzles, building blocks, bikes etc
 - iv. 60-80 mins – calm down time – reading, singing etc
9. To save time queuing you can now purchase blocks of 10 passes for £27 (white tickets) and 10 second child passes for £18 (green tickets). You must bring the relevant pass with you on each visit, if you forget to bring it you will have to pay for an additional pass. 2nd child passes will not be accepted without a first child pass.
10. We are always open to suggestions, so if you have any ideas about the what we can do to improve the service, please advise a member of the gym management team.

Crèche – Medical Questionnaire

For your child's safety please complete the following questionnaire in full, detailing anything that you feel might be relevant when your child is in the care of hilden crèche.

Full name:

DOB:

Address:

Telephone no:

Person to contact in emergency:

Relationship to child:

Contact telephone no:

GP Details

Does your child suffer from asthma or any breathing related illness? Yes No
If Yes, please give details:

Does your child suffer from any joint problems or limited range of movement? Yes No
If Yes, please give details:

Does your child suffer from diabetes? Yes No
If Yes, please give details & any current medication:

Does your child suffer from epilepsy? Yes No
If Yes, please give details & any current medication:

Does your child suffer from impaired eyesight or hearing? Yes No
If Yes, please give details and any recommendations

Does your child have any phobias that we need to be aware of? Yes No
If Yes, please give details and any recommendations

Does your child have any skin conditions? Yes No
If Yes, please give details & any current medication:

Has your child been ill in the last 3 months? Yes No
If Yes, please give details:

If your child has sickness, diarrhea, impetigo, conjunctivitis, chicken pox, head lice or any other contagious conditions, for health and safety reasons we ask you not to bring them to the crèche until they are clear.

Please use the space below to inform us of anything else that you feel we should know in relation to your child's health.

Signature of parent/guardian

Date