



## Crèche 'house rules'

Amended August 08

### 1. Registration Policy

A child may not enter the crèche until the 'registration and indemnity' form has been completed by the parent/guardian.

### 2. Booking

Bookings can be made up to 7 days in advance and should be booked at reception of The Marlow Club. Parents may only book places for their own children. Only children of Club members may use the crèche. The crèche is designed to take children aged 3 months to 5 years.

(Only 5 babies between 3-9 months can be booked per session)

### 3. Cancellations

If a booking needs to be cancelled please contact Kelly on 07863 349671. Please note, if cancellation is within 24 hours of the session there will be a charge of £4.00 payable on your next visit.

### 4. Opening Hours

Monday - Friday

9.15am - 11.00am

### 5. Fees

£5.00 per child per session. To be paid in advance.  
£7.50 for siblings

## **6. Drop off and collections policy**

On each visit to the crèche, however long the stay is to be, the parent/guardian must sign the child in. Unless advised at the time of drop off that the child will be collected by another adult, name having been given, the child can not be removed from the crèche except by the person who signed the child in. The child **MUST** be collected on time. The parent/guardian who signs the child in must also state what part of the building they will be in, in case of an emergency.  
**WHOEVER SIGNS THE CHILD IN MUST NOT LEAVE THE BUILDING.**

**It is requested that you time your gym / class session along with the crèche opening times to leave yourself time to shower and change BEFORE collecting the child from crèche. Children in the changing rooms are a hazard and may cause discomfort to other members.**

## **7. Illness**

A child who is obviously unwell, or who has a high temperature, diarrhea, sickness, rashes, discharges from ears and eyes will not be allowed into the crèche. If illness occurs during their stay in the crèche, the parent/guardian who signed them in will be contacted immediately.

## **8. Food and Drink**

Food and drinks are not provided in the crèche. However, you may provide a snack or drink for your child if you wish. We ask that all babies arrive already fed and if still in nappies, recently changed.

## **9. Personal Belongings**

Please ensure that your child's belongings, if any, are clearly labeled. Personal articles that are left within the crèche are left at the owner's risk. The crèche cannot take responsibility for any loss or damage.

## **10. In case of fire**

At the sound of the fire alarm, the staff in the crèche, accompanied by a member of The Marlow Club staff, will evacuate the children out of the building to the evacuation point. At this point the parents will be called to collect their children.

**11. In case of an accident**

In the case of an accident, the parent/guardian who signed them in will be contacted immediately and then necessary arrangements will be made. The parent/guardian leaves their child in the Club crèche on the understanding that should their child be involved in an accident while within our care, the child minders and the Club cannot be held responsible.

**12. Amendments to house rules**

The Marlow Club reserves the right to make any changes to The Marlow Club crèche house rules at any time. Any amendments will be made and dated, and made available to all parents/guardians