

## **CRECHE RULES**

### **1. Signing in**

Please present to a staff member upon entering the crèche. Detail the time, your location within the building during your child(ren)s visit and any information or special instructions for the care of your child at time of signing in. Parents must not put children in the crèche without first speaking to a crèche assistant.

### **2. Crèche Child Information Forms**

All parents must complete a crèche child information form when using the crèche for the first time. These are available at Lords reception.

### **3. Labels**

Please label all items you bring into the crèche with your child's name, including prams, lunch boxes, drink bottles, bags and hats. Labels are provided for you at the front desk.

### **4. Remain on the premises**

Parents/caregivers must remain on the Lords premises at all times whilst their child/children are in the crèche. Please be aware of the 120-minute maximum limit for the crèche.

### **5. Recalling the parent/caregiver**

Should your child become overly distressed or display unacceptable behaviour, crèche staff will, in the interest of all concerned, recall the parent/caregiver to the crèche.

### **6. Infections**

Please do not bring your child/children into the crèche if they have cold or flu symptoms, conjunctivitis, diarrhoea, vomiting, cold sores, school sores, rash, fever or any other obvious illness. In order to prevent cross infection, sick children are not able to attend the crèche. School children aged 6yrs and under who are not well enough to attend school are therefore deemed not well enough for crèche attendance and will be refused entry.

### **7. Providing relevant supplies for your child**

The crèche requires a pram or stroller for children less than two years of age. Please provide spare nappies, wipes, plastic nappy sacks and a change of clothes.

### **8. Lost property**

At the end of the day, any item not belonging to the crèche is placed into the lost property box at the crèche front desk. Please check this box if you are missing any belongings.

### **9. School aged children**

The crèche only offers care to children from between 8 weeks and up to and including 6 years of age. During school holidays Lords offers lots of programs and activities that will suit your school aged children, 6yrs – 11yrs. Refer to [lords.com.au](http://lords.com.au) for further information.

### **10. Allergies and nut products**

To protect the children in our care who may have allergies to peanuts and similar nut products,