



www.bbufa.org.uk

BBUFA Crèche - Trainers' information

Thank you for booking your crèche with BBUFA. This information sheet has been produced to ensure that your crèche runs smoothly and that the children and parents have an enjoyable experience when using the BBUFA crèche.

Individual needs of the children

BBUFA tailors each crèche to the ages and needs of the children therefore it is important that prior to the start of each crèche (approx 10 days before) that the trainer confirms with the crèche team leader or administrator the children's ages and in addition if there are any special needs or requirements.

This will ensure that all children's needs are catered for accordingly and that there are appropriate staff to child ratios in place.

Trainers individual needs

Sandra Chambers is BBUFA's Crèche Team Leader – if you would like to discuss any individual requirements you may have please call Sandra directly. Alternatively Sandra will contact you prior to the start of your crèche to confirm your requirements and talk through any concerns you may have.

First crèches – Reminder

Parents, when using the crèche for the first time should be encouraged to fully utilise the allocated settling in period by arriving 15 minutes prior to the start time of the training session to help familiarise their child with the venue and the staff and to ensure that they are confident with the provision.

It can be an unsettling time for children when parents enter and leave the crèche, therefore it is important that parents spend the allocated time before the crèche settling in their children and discussing their child's preferred settling method, leaving together just before the training starts. This will help all children to settle more easily.

Parents information and paperwork

Included in this pack is the information that we give out to parents. Depending on your agency/organisation you may be responsible for ensuring that the parents have all the information that they need and that they are familiar with the Crèche procedures. If you need additional copies of any documentation or need help with this, then please let us know as we are happy to facilitate this.

Useful Contact numbers

Crèche Team Leader: Sandra Chambers 07926 171393 Email Sandra@bbufa.org.uk.

All crèche bookings contact Leanne Walker: 01424 733067 Email Leanne@bbufa.org.uk

BBUFA Development Manager: Helen Atkin 07732 555036 Email Helen@bbufa.org.uk