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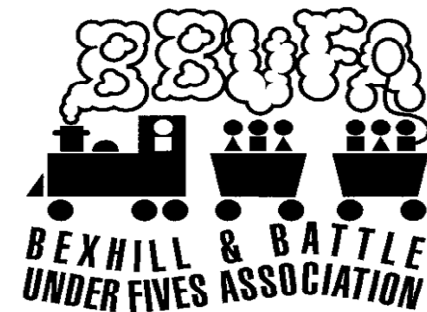


Policies that support our practice within the crèche include;

- Crèche Safeguarding Policy
- Crèche Parental Involvement Policy
- Crèche Admissions and Settling In Policy
- Crèche Confidentiality Policy
- Crèche Comments and Complaints Policy
- Crèche Behaviour Management Policy
- Crèche Procedure for Arrival and Departure
- Crèche Health and Hygiene Policy
- Crèche Medicines Policy and Procedure
- Crèche Safety Policy
- Crèche Procedure for Lost Children
- Crèche Policy and Procedure for Uncollected Children
- Crèche Health and Infectious Diseases Policy
- Crèche Equality of Opportunities
- Crèche Outdoor Visits Policy
- Crèche Nappy Changing Policy and Procedure

Copies of all policies are available on line and at each crèche site, alternatively if you would like to view an individual policy/ies prior to your visit please contact us and we will forward you a copy/ies.

## WELCOME TO THE BBUFA Crèche



[www.bbufa.org.uk](http://www.bbufa.org.uk)



## **Welcome to the BBUFA crèche!**

If this is the first time that you have used a crèche

### **Don't Worry**

We have a qualified and experienced early years team who will look after your child and ensure that they receive the best possible care and play opportunities.

All our BBUFA crèches follow Ofsted guidelines and adhere to the Welfare Standards for the Early Years Foundation Stage and each crèche sessions is planned in line with the Practice Guidance for the Early Years Foundation Stage to ensure that your child has a positive play experience with us.

Using our knowledge and experience we tailor each crèche to the ages and individual needs of the children within each session.

We recognise that when parents and children use a crèche for the first time it can be a daunting prospect. We work closely with all parents and carers to ensure that this process is as easy as possible.

We will fully discuss with you your child's individual needs and agree how to best support your child to settle within the crèche. This helps to ensure that both you and your child have a positive experience when using our service.

We allow ample time at the start of each crèche to enable you to support your child in settling in and becoming familiar with the crèche room and team before you need to depart for your course/activity.

At the start of each crèche there is documentation that needs to be completed to make sure that we have all the information that we need to care for your child. If you have any questions or concerns about the paperwork required please contact us so that we may help.

Each time you visit the crèche you will have to sign your child in and out so that children at all times are kept safe.

Crèche team members are easily identified as they wear the BBUFA uniform and have identity badges all our staff are fully vetted, CRB checked and insured. All key staff also hold a current first aid certificate.

At the end of each session your child's key worker will feedback to you and you will be given a written summary of the care and activities your child has undertaken, this also enables us to plan effectively for your child's next visit.

There are some infectious diseases that may result in your child not being able to access the crèche provision. Details of these can be found in our Health and Infectious Diseases Policy—please note that this policy states that children who have had diarrhoea and vomiting in the last 24 hours are not able to be accepted in the crèche until at least 48 hours after the last case of illness.