Creche Policy

Centre for ADHD & Autism Support

Registered Charity Number 1080795

Introduction

CAAS will offer a creche facility to parents wishing to have a place on our daytime courses and are requiring childcare to attend.

The creche is provided at our Centre at Television House, 269 Field End Road, Eastcote HA4 9XA. We may also occasionally provide a creche facility at one of the Children's centres in Harrow if one of our courses is being held there.

Overview

- The number of children attending the creche is strictly regulated to ensure the safety of your child and in accordance with age related ratios.
- Staff working at the creche will follow CAAS's policies and procedures. The full policies are available on request
- We will provide experienced child care workers with at least one member of staff having a childcare qualification Level 3.

It can be an anxious time for parents, children and babies coming to the creche at CAAS, especially if they are separating for the first time. Our creche has a settling procedure to help you and your child feel more comfortable.

Our commitment to you:

- We aim to ensure that your child enjoys their time with us.
- We welcome all families and accept all children without discrimination
- We endeavour to accommodate each individual child's needs
- We encourage children to gain early independence by managing separation from their parent/carer for a short time.
- Children may need time to settle in the creche. Staff will work in partnership with parents/carers to settle a child into the environment.

- Parents/carers are welcome to stay with their child until they feel comfortable about leaving, so that the child feels as settled as possible.
- Parents/carers of children who find it difficult to settle will be kept informed of their child's progress and different strategies will be discussed where necessary.
- Parents/carers will be informed if their child has an accident and an accident form will be completed.

Your Commitment to us.

- All parents/carers must complete a child profile form before their child can be left in the creche.
- We encourage parents/carers to arrive 15 minutes early at the start of a new course to support that settling in time.
- Parents/carers will notify CAAS with as much advance warning as possible if your child is unable to attend the creche. This is because we bring sessional staff into the centre for this purpose and CAAS are committed to paying staff who arrive for duty.
- The creche must be pre booked, therefore bringing an additional child to the centre without prior agreement may result in refusal of use of the creche that day.
- If your child cries continuously for more than10 minutes we will ask you to tend to them.
- If your child is sick, please do not bring them to the creche as this may affect other children.
- Please bring a change of clothes and nappies in a named bag.
- If your child is potty training, please discuss this with a member of staff.
- A drink and a healthy snack can be sent with each child during the session.
- You are to remain in the building for the duration of time that your child is in the creche.
- Creche staff cannot give medication to your child.
- No hot drinks are allowed around the children.