Crèche Parents information

YMCA EAST SURREY

Overview

At YMCA East Surrey we offer a Crèche at our YMCA Sports and Community Centre in Earlswood for children aged 3 months – 5 years.

The Crèche is run by our Childcare team who are highly trained and experienced working with pre-school age children. Parents can then attend one of the exercise classes or the gym but must ensure they remain onsite.

The room is resourced with a range of toys and activities suitable for each different age group. We recommend not bringing things in from home but if items are brought in please ensure these are named.

Crèche times

Mondays, Wednesdays and Fridays (term-time)

09:25–10:25 or 10:25-11:25

Costs

Age group	Cost per hour
Under 1s	£6
1–3 years	£5.50
3–5 years	£5.25

Late booking charge (within 48 hours) - 50p

Registration process

All children will need to be registered in advance on our MagicBooking system:
https://ymcaeastsurrey.magicbooking.co.uk/Identity/Account/Login

Here you will need to provide us with information about the child, contact details, emergency contact details and fill in relevant consents. Once registered, you will be need to book crèche 48 hours in advance. If you wish to make a last-minute booking, you will need to call our centre or if you want to walk in you can, however spaces cannot be guaranteed.

On the day check in and out

On arrival at YMCA East Surrey, please go straight upstairs using the stairs on the lift to access the crèche room. You will need to sign your child in on the daily register adding any required notes. Please ensure you then check this at the end of your child's session and sign them out.

Sleep

As a setting we follow advice from the www.lullabytrust.org.uk/ to ensure that when children are sleeping safe sleep guidance is followed. We will need all children to be awake on arrival to the setting to ensure they are fit and well and able to be in the setting, you then are more than welcome to settle them back to sleep before leaving them. We will provide travel cot or mattress depending on the age of the child for them to sleep in while in the setting.

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Milk / Food

Our team will happily give your child their regular milk during the session if they will take this. We ask that no food is brought in from home, but children will be provided with a healthy snack during their time in the setting. Please ensure that the crèche team are aware of any allergies or food preferences.

Toileting / Nappy changes

The creche team will happily follow usual process's that you do at home. Nappies will be changed in the room using a changing mat. Please provide your child with nappies and wipes. Children can be taken to a potty or a toilet as required, please ensure they have spare clothes incase.

Policies and procedures

Our crèche team follow all YMCA policies and procedures including Safeguarding:
https://www.ymcaeastsurrey.org.uk/services/cyp/cyp-charter-and-policies/

If you have any questions or queries about these please don't hesitate to get in touch.

Evacuation processes

In the event of a fire or evacuation, our staff who are upstairs at YMCA are instructed to come via the room to collect a child so please head to the meeting point outside and we will meet you there.

First Aid

We will always have a first aider in the room who can administer any first aid, in the event of a more serious accident you will be notified as soon as safely possible. All first aid will be recorded on a notification slip that you will be asked to sign and will be recorded on our My Concern Software.

Contact details

Email: children@ymcaeastsurrey.org.uk

Phone: 01737 779979