



# Crèche

## How to book a place

It is our intention to make our provision accessible to children and families from all sections of the local community. Crèche places will be offered to children whose parent/s or primary carer/s are accessing courses or sessions through the Children's Centre. We are aware that at times crèche places will be limited, on these occasions we aim to offer places to families which have no alternative childcare options.

If you would like to book a place on a crèche please see a member of staff at the annexe. They will assist you to complete a registration form and book you a place. Please make sure that you book a place prior to the crèche starting as we can not guarantee that we will be able to accept your child if you turn up on the day due to staffing ratios.

## How we encourage children to settle in

When you book a place on a crèche we ask you to make sure that you have spent time with your child in the Island annexe before the crèche. This will help them to become familiar with the environment. We will ask you a few questions about your child and their likes and dislikes when you register. This will help us to plan activities for your child to enjoy during the crèche. We ask you to come **15 minutes before the start time of your activity** in order to give you time to settle your child and make your way across to the main building.

We will ensure that, where possible the same member of staff holds main responsibility to your child each week, allowing them to build a relationship with them and become a familiar person, helping your child to settle.

We have a booklet of crèche policies available to read in the annexe, please ask a member of staff.



**Bournemouth SureStart  
Children's Centres**



Welcome to

The Island

Stay & Play and Crèche

at

Townsend Children's Centre





Welcome to the Island Annexe at Townsend Children's Centre. It is our aim to provide a warm, welcoming and stimulating environment for your children to enjoy whilst they are here. We aim to work in partnership with you to support children's individual needs, enabling them to settle and engage with other children and adults during the crèche. We have outlined some main points in this booklet but if you require more detailed information about our policies and procedures please ask a member of staff who will be happy to help.



For you to meet friends  
and make new friends

## Stay & Play

Space for you and your child to relax,  
share stories, dress up, get messy,  
be safe and have fun!

Giving your child the  
opportunity to have fun with  
old friends and new ones



These sessions are a fantastic opportunity for you and your child/ren to interact, explore and enjoy the environment together. We have well qualified staff who are here to welcome you and get the fun ready!



The Island is a really special space for everyone to enjoy. Please help us by;

- Storing handbags/change bags in the playroom cupboard
- Not using mobile phones in the playroom
- Not bringing food or hot drinks into the playroom
- Putting on slippers before coming into the playroom to keep it sparkly clean!
- Please do not have cigarettes on display in the annexe and remember the building and grounds are smoke free.

If you need to leave the annexe building during a stay and play session please do not ask Children Centre staff to supervise your children, as for insurance purposes we are unable to do so. If you ask another parent to supervise your child/ren if you are out of the room or building please note that Children Centre staff do not hold responsibility for the safety of your child/ren.

We ask for a suggested donation of 50p per family for the stay and play sessions. This will go towards the fresh fruit your children will be offered at snack time.

