



The Scottish Parliament
Pàrlamaid na h-Alba



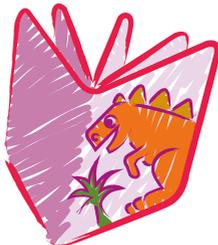
Scottish Parliament Crèche

Coming to the parliament to:

Meet your MSP?

Go on a tour?

Watch parliament business?



Children can use our
free crèche to:

**Play with other
children**

**Explore our
secret garden**

**Read their
favourite stories**

Admission

The crèche is:

- free and can be used for up to 4 hours in a day.
- for children aged 6 weeks to 5 years.
- open Monday to Friday, 08:00 – 18:00

Spaces are available on a drop-in basis or can be pre-booked.

Please be aware that although 4 hours is the maximum length of stay, we may advise on a shorter stay if we feel this will be beneficial to your child.

A Child Entry Form must be fully completed prior to a child being admitted to ensure that staff have all the relevant information to enable children to be cared for appropriately.

Parents/carers must sign their child into the crèche to provide a signature for comparison when the child is being collected at the end of the session.

Settling In

Parents are encouraged to spend some time with their child to settle him/her into the crèche.



Remaining in Contact



It is essential that parents/carers are contactable while their child is in attendance at the crèche. Staff should be informed of where you will be in the Parliament.

- Parents/carers must remain within the Parliament complex while their child is in the crèche.
- Parents/carers must return to the crèche if requested to do so.

Collecting your child from the crèche

Parents/carers must return to collect their child at the allotted time. Where a parent/carer fails to return and cannot be contacted within a reasonable time and the emergency contact cannot be reached, crèche staff will contact social services for advice and follow procedures in place.

Written notice and a password must be given at the time of registration if the child is to be collected by another adult. The adult (over 16 years of age) must provide photographic identification e.g. driving license or passport which contains his/her signature and the password. The adult will be required to sign the crèche register to release the child into their care.

In the event of fire or emergency evacuation, parents/carers must not return to the crèche. Staff will take children to the designated assembly point where they can be collected.

Complaints Procedure

We aim to provide a quality childcare service. In the unlikely event that we fail to meet expectations, complaints should be directed in the first instance to the crèche manager.

Parents/carers can also obtain advice and support from the Care Inspectorate.

3 C & D South, Victoria Quay, Edinburgh, EH6 6QQ

Tel: 0345 600 9527

www.careinspectorate.com

The Scottish Parliament crèche is operated by Tinies Childcare. The crèche is registered and inspected by the Care Inspectorate.

Contact Details

For further information or to pre-book a space at the crèche please contact:



0131 348 6192



crèche@parliament.scot



parliament.scot/crèche