

## CUFOS Buggy Policy

*This applies to all groups with children who are brought to CUFOS in buggies or strollers. Please note that fire regulations prohibit having obstructions in the hallway; hence the need for this policy.*

- (1) Buggies must *not* be brought into the building through the front doors. All buggies and strollers must enter by the side gate into the playground.
- (2) Buggies or strollers must *not* be brought into the building for the purpose of taking children out of their strollers, or to put them back in; this should be done in the playground and the children then brought into the building by the side entrance, so as to not cause any obstruction in the hallway.
- (3) If absolutely necessary, a maximum of four buggies or strollers may be left in the Cufos hallway *only if they are collapsed* and can be placed in such a way as to not cause obstruction to the fire exit.
- (4) Non-collapsible buggies must be left outside in the playground, *but not if the Hilltop preschool is in session*. In such cases, parents or carers leaving children at the building but not staying *must* take buggies away with them.
- (5) If buggies are left in the playground, parents or carers must make their own arrangements for securing them and protecting them against the weather. *CUFOS is not responsible for the safety of buggies or strollers that are left in the playground, nor for their contents.*
- (6) If buggies or strollers are brought into the building and marks and dirt are left on the floor as a result, the CUFOS user group key holder is responsible for cleaning the floor before leaving the building.
- (7) The CUFOS user group key holder is responsible for seeing that this policy is adhered to at all times and ensuring parents and carers know about it. If a CUFOS trustee or committee member finds the hallway cluttered with open buggies, a formal warning will be issued to the user group.

Agreed by the Trustees on 5 October 2015