**Procedures for Children’s Playrooms at HSE University**

Opening hours of children’s playrooms:

Monday – Friday: 8.30am – 9pm

Closed on Saturdays and Sundays

Before their first visit, a child’s legal guardian must be familiarized with the Regulations on Children’s Playrooms at HSE University and the Rules for Visitors to Children’s Playrooms.

Children are expected to spend no more than four hours a day in a playroom.

Registration through MyHSE Services Account is required for appointment of a visit to children’s playrooms.

Before their first visit, a child’s legal guardian/authorized representative must:

* Fill in a consent form, submitted in hardcopy and/or electronically, in their MyHSE Services Account for a child’s short-term stay, including the childcare services in the children’s playroom, as well as an application for a children’s playroom visitor;
* Attach scanned copies of the consent and copies of other necessary documents to the application in the MyHSE Services Account (the child’s birth certificate and passport of the legal representative. Persons acting as guardians must attach a confirmation of guardianship. Persons acting on the basis of a power of attorney must attach a notarized power of attorney);
* Choose and book the date and time of a visit to the children’s playroom via the MyHSE Services Account;
* Submit the printed, filled and signed consent, application and copies of documents to the administrator for storage and registration.

Each time you visit the children's room:

* HSE staff members should show the administrator their original pass and passport, or a notarized copy thereof; students should show the administrator their student ID (an original or a notarized copy) and original passport (or a notarized copy thereof);
* Sign the Visitor’s Log for the Children’s Playroom at HSE University.

If a staff member or an HSE University student is unable to provide documents specified in the Regulations, his/her child will be denied access to the children’s room.

The legal guardian/representative indicated in an application has the right to pick up the child from the playroom upon their presentation of a personal ID.

Information about places available in the children’s playroom shall be provided in the MyHSE Services Account. Prior registration is open on the site of HSE Office of Staff and Student Benefits at: <https://benefits.hse.ru>

**Rules for Visitors of Children’s Playrooms**

 1. Children may stay in the children’s playroom for no more than four hours a day.

 2. Up to 15 children can stay in the children’s room at the same time. Once this number of children is reached, no further access to the playroom will be granted to other children by the administrator.

 3. Access to the children’s playroom can be granted to children who have no signs of acute respiratory viral infections and other illnesses (hereafter “signs of illness”).

 4. Before a child’s admission to the playroom, the administrator can take his/her temperature with a non-contact thermometer.

 5. If a child or his/her legal representative has signs of illness, the administrator has a right to deny the legal representative and/or the child access to the playroom.

 6. If a child has any health condition, which may negatively influence his/her state while staying in playroom in the company of other children or the result of taking part in active games (e.g., communications with other children), the child is not recommended to stay in the playroom. The administrator is not responsible for any harm caused to the child’s well-being, if such harm has occurred due to acute illness, exacerbation of a previous injury or chronic disease.

 7. Before visiting the children's playroom, make sure to remove the child’s outer clothing, shoes and jewelry, and then place them in specially designated lockers.

 8. The child can wear in either a second pair of shoes or socks. It is forbidden to wear dirty clothes, outdoor footwear or be barefoot in the playroom.

 9. Legal guardians/representatives are not allowed to enter the playroom in outer clothes and footwear.

 10. In the children’s playroom, please make sure to strictly refrain from:

 10.1. smoking and consuming alcoholic beverages;

 10.2. consuming food and beverages, except clear drinking water;

 10.3. birthday celebrations and other parties for children with catering services;

 10.4. use of stabbing, cutting and other dangerous objects that may cause injuries;

 10.5. bringing in animals;

 10.6. dissemination of information which may be harmful to health and/or development of children, as well as other types of information (including any information contained in information products for children), and which is prohibited or restricted for dissemination among children as per the legislation of the Russian Federation;

 10.7. Children are not allowed to bring their personal toys to the playroom as per sanitary rules. Legal representatives must check that children do not bring such items to the playroom, e.g., in the pockets of their clothes.

 11. The administrator is not responsible for unattended personal belongings of visitors that are left in the children's playroom.

 12. Visitors to the children's playroom must strictly follow the Rules and administrator's instructions.

 13. If a legal guardian/representative or a child violates the Rules, the administrator has the right to deny them access to the children's playroom in future.

 14. The administrator has the right to cut short a child’s stay in the children's room and call the legal guardian/representative immediately in case of the child’s and/or his/her legal guardian/representative’s aggressive attitude to other visitors or the administrator, as well as in instances of a child's hysterical state, deliberate damage to property and other similar cases.