



**Grassroots**  
Day Nursery

Your child's gateway to great things ahead

# DAILY REGISTRATION Procedure

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Daily records of attendance are stored on Connect and iConnect, and require passwords to access.

Every child will be marked in when they arrive at nursery, this will log the time of arrival. Staff must ensure to keep registers up to date throughout the day; logging times of arrival and departure. These records are vital to evidence when children were in each room. Settle sessions will appear on the main Connect system.

## **MEETING AND GREETING POLICY**

At Grassroots Day Nursery we understand that meeting and greeting both parent and child is an essential part of the day, which determines the mood of the child and parent for the rest of the day. It is therefore essential that the meet and greet process is carried out correctly.

Staff must:

- greet children and their families at the door when they arrive to nursery.
- always get down to the child's level to speak to them.
- ask parents how the child has been prior to entering the nursery.
- make the child and parent feel valued and respected.
- always be approachable.

## **SETTLING-IN**

All children must be given ample time to settle into their new surroundings. At Grassroots Day Nursery we encourage parents to be actively involved with this process. As a guide, a new child will generally attend nursery for 1 hour with their parent(s)/carer(s), during which time 'All about me' forms can be filled in, a second visit for around an hour will follow where parents are invited to stay again or leave the child, they can also stay for a while and leave for a while depending on their wishes, further sessions are offered and we recommend that as many of these as possible are used.

This process is discussed with the wishes of individual parents, and adapted to suit both child and parent; there will never be any pressure for you to leave before you are ready and happy to do so, and more settles will be offered to suit every individual's need. There is no time limit on how long this process will take, as each child is different. Care must be given to the child's needs and wants at this stage and each time period will be decided in conjunction with the child's parent(s)/carer(s).

Policy/Procedure name: <b>Daily Registration Procedure</b>	
Publication Date: <b>April 2024</b>	Date for Review: <b>April 2025</b>
Signed: ..... (Proprietor/Manager)	
Signed: ..... (Deputy Manager)	