



DAILY REGISTRATION

Daily records of attendance will be kept at the nursery and the relevant forms MUST be used.

Official registers will be completed at the beginning of each session. These must be kept up to date at all times and children signed in or out. These records are vital to evidence when children were in each room. If children move rooms they must be signed out of one and into the other.

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:

- As soon as the parent and child enter the nursery you must greet them
- 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 in to 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), 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, a 3rd settling in session is offered where parents are encouraged to leave the child for up to 2 hours including lunch, prior to attending a full session. 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.

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).

SignedProprietor

Signed.....Manager

To be updated 1/11/2017 or before if required