## Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

## Policy

The Duchy Pre-school & Playgroup recognises the value and importance of keeping accurate and relevant records in the setting. It allows for safe and efficient management of the setting and enables the adults to cater at all times for the care, learning and welfare of the children.

We keep an accurate daily record of all children attending each session
We keep an accurate record of all adults working in each session and any visiting children and adults
We maintain and implement a "visitor's book" which all persons entering the setting are required to sign and date and record time of entry and exit.
An up-to-date record of all children, staff and committee member's names, addresses and contact phone numbers is kept securely on the premises.
Medical permissions, observations permissions and outing permissions, and Admission Forms for each child are kept securely on the premises
An initial key person, and later a permanent key person, are allocated in accordance with our settling in policy 023.

The child's personal file will include records of observations done by all staff members of the child, photographs, Individual Learning Plans/targets and the child's Record of Achievement.
Records about individual children are shared with the child's parents at least once a term, and more often if it is felt necessary by either the parents or the key person.

## Registration Procedure

An Admission Pack is provided to parents once a request is made directly to the Business Manager, or a contact has passed on the information. We also offer open mornings and afternoons and this provides another chance for parents to collect Admission Forms. The Admission Pack includes the Admission Form, Parent Handbook, and a copy of the Billing Policy.

## Our aim

To register children as efficiently as possible
For parents to feel welcomed and included

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| Approved by (signature) | |

## *Method*

On receipt of the competed Admission Form, it is checked to see if the parents would like their child to start when they are two and a half, when the child is three (but before eligibility for Early Years Entitlement Funding), or when the child is eligible for EYEF.
- if the child is not due to start during the current or next term, a letter of acknowledgement of receipt is sent and a note made to contact the parents later.
- if the child is due to start during the current or next term a call to the parent/guardian is made and the process as listed below for completing registration is followed.

## *Completing registration*

During the term before the child is due to start the Business Manager will contact the parent and discuss actual requirements and sessions. Early Years Entitlement Funding is explained .
A minimum of two free introductory session visits are offered just before the child's start date.

Prior to the trial sessions, the Business Manager will check the Application form for any Special Educational or Medical requirements or allergies. The Business Manager will notify the Managing and Deputy Managing Supervisors and the Health and Safety Officer of the trial session arrangements, and will highlight any Special Requirements.

Trial Sessions are arranged with a parent or guardian to help welcome and settle the child. These sessions will start about half an hour after the main session to allow session children to settle first.

Remaining paperwork will be completed during the trial sessions. This includes:

- Permission for Emergency Medical Treatment (**this <u>must</u> be completed before a child can be left by a parent**)
- Permission for observation.
- Permission for short local outings
- Permission for photographs
- Child Information Form for Early Years Entitlement Funding.
- Where appropriate, a Healthcare Plan will be discussed with the parents by the Health and Safety Officer.

The sessions requested by the parent will be discussed and agreed during the trial sessions.

Before the child starts, the Business Manager will:

- Add the child to the appropriate List of Children and Registers.
- Create an Emergency Contact Card (**this <u>must</u> be done before the child can be left by a parent**)

- Create a key person folder, with contact book and Record of Achievement.
- Create labels for coat peg, work pocket etc.
- Add parent contact details to contact lists.
- Add child to the allergies/special requirements lists where appropriate.

All registration materials will be retained in the child's admin. folder. This will be securely archived for the required period once the child leaves.

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| Responsibility for periodic review | **Finance Sub-committee** |

**Document History**

| Rev | Changes | Date | Approval |
|---|---|---|---|
| 00 | Previous changes incorporated for AGM | 17/05/10 | AGM |
| 01 | Revised and reviewed for AGM | 15/11/11 | AGM |
| 02 | Addition of scope statement. Clarification of key person allocation and role. | 02/01/14 | PNW |
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