

St George's Central CE Nursery



St. George's Central CE Nursery (Lancaster Avenue)

Registration

St. George's Central CE Nursery (Lancaster Avenue) will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Admissions

It is the responsibility of the Manager to ensure that an accurate record is kept of all children in the nursery, and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts during the day. Records of daily registers should be kept for at least one year.

Arrivals

On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time of registration. If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the Administering Medication Form (See Nursery office). Further details of this procedure are contained in the Nursery's Health Policy.

Departures

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. The adult nominated to collect a child must be one that is named on the Admissions Form (See Nursery office). Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

No adult other than those named on the Admissions Form will be allowed to leave the nursery with a child. In the event that someone else should arrive without prior knowledge, the nursery will telephone the parent/carer immediately. If the parent/carer or alternative nominated adult is going to be late to collect their child, staff should ideally be informed of this on arrival. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children Policy will be activated.

Upon departure, the register will be marked to show that the child has left the premises. The time of departure will also be recorded.

The nursery and its staff will always try to discover the causes of prolonged and unexplained absences.

Developed by: Mr M Grogan/Ms S Naughton

Theresa Taylor

Chair of Governors

Date: September 2017

M. Grogan

Headteacher

Date: September 2017

S. Naughton

Nursery Manager

Date: September 2017

'Never settle for less than your best'