

Apple Tree Day Nursery Children, Staff/ Students/ Volunteers and Visitors Registration Policy.

THE 2-3yrs REGISTER IS KEPT ON THE UNIT NEXT TO THE FRONT DOOR AND THE 0-2yrs REGISTER IS KEPT BY THE DOOR JUST INSIDE THE APPLE ROOM.

IF YOU NEED TO REMOVE THE NURSERY REGISTERS FROM THEIR PLACE PLEASE INFORM A SENIOR MEMBER OF STAFF AND RETURN THEM AS SOON AS YOU HAVE FINISHED USING THEM.

All staff / students/ volunteers are responsible for ensuring that they register their time of arrival on the nursery premises (not the start of their shift) and their departure from the nursery premises (not the end of their shift) in the nursery register. The nursery manager is responsible for checking that all staff are following the registration policy.

The senior members of staff who welcome the children and their parents/ carers are responsible for registering the child's time of entry and departure in the nursery register. The nursery manager is responsible for checking that all children's attendance to the nursery is being recorded in the nursery register.

Should any children, staff/ students/ volunteers leave the nursery premises for a short trip or outing they must fill in the section provided on the front of the staff register.

Should any staff/ students/ volunteers wish to leave the nursery premises during their break they must write their name and time of departure on the wipe board by the front door. On their arrival back on the nursery premises they must erase this information.

Visitors Book.

All visitors to the nursery are requested to fill in the visitors book on their arrival stating the day's date, time of arrival, their name, who they are visiting and for what purpose. On their departure they must state their exit time in the visitor's book.

Reviewed and Agreed on

Next Review Date

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