



ROMPERS PRIVATE NURSERY

REGISTRATION POLICY



Policy Statement:

At Rompers we aim to ensure that all new children taking up a place at nursery can start in a secure and confident way. We aim to ensure that all parents feel confident in the setting and in leaving their child in the care of nursery.

Aims of this Policy:

- To ensure all new parents/carers are confident in the nursery setting and with all policies and procedures
- To ensure that all new children are settled into the nursery and are given time to do so
- To ensure that all necessary forms are returned before the child starts their place at Rompers
- To ensure staff know all information on individuals before they begin

Procedures:

- On enquiring about a space at Rompers, management will arrange a viewing date and time
- Prospective parents will have an appointment with the owner or a member of the management team for their viewing
- Time will be taken to read through our brochure discussing policies, procedures and statements of Rompers
- At the viewing parents will be shown around the nursery taking time to point out sleep areas, changing areas, fire escapes, individual folders, ParentLink app and to answer any questions the parents may have
- Once the viewing is complete management will inform prospective parents of availability and parents can make a decision on if they wish to take the space
- If there is not currently a space available then the child's name will be placed on our waiting list, parents will then be contacted when a space becomes available
- If parents decide to take a space at Rompers they must complete a registration form. This form will hold information including address, allergies and emergency contacts and MUST be complete and returned before the child can begin. This form then is processed within the computer system
- Registration fee and deposit for Baby room space is required
- Before beginning at Rompers, visits will be arranged suitable to the needs of both the individual child and parents. These will be done at an appropriate time and Rompers will take into account the difference in a children's ability to settle away from their parent and some may need some more visits than others
- When a child officially starts each child will be assigned a key worker within their room, it is the key workers responsibility to complete a MyWorld booklet inline with the GIRFEC.

- MyWorld Booklets will be used at Rompers to ensure staff have the required information about the children to provide them with the highest quality of care during their time at Rompers. MyWorld booklets will be completed within the first 28 days of attendance as stated within Angus Council 2019 guidance.
- A child beginning in the Baby Room will also be asked to complete a care plan booklet to give staff details of feeding times, sleep times ect.
- Parents will be informed about GIRFEC at their viewing and the SHANARRI indicators followed throughout the nursery
- With our 'Children Starting Rompers' procedure allergies and additional information highlighted on a registration form are communicated to the appropriate room. This important information is also transferred between rooms through a 'MyWorld Key Worker Transition Form'.

Monitoring:

- Ensure that all new staff are aware of the registration policy
- Monitor the policy annually and make changes if necessary

Parents will be asked to sign when registering at Rompers to say that they have been fully informed that this policy is available in the parent policy folder in the cloakroom and available to view online at the nursery website.