



# ROMPERS PRIVATE NURSERY

## REGISTRATION POLICY



### Policy Statement:

At Rompers we aim to ensure that all new children starting with us can settle into nursery life in a nurturing and supportive 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
- To ensure the setting meets the needs of all children
- 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 so that staff have the most up to date, appropriate information to support a child

### Procedures:

#### Registering...

- On enquiring about at 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
- During the viewing, parents will be shown around the nursery and highlighted to aspects of the space and environment that will support their individual child's needs
- Time will be taken to read through our brochure discussing policies, procedures and statements of Rompers
- Parents will be shown information on our ParentLink app and shown a video on our current procedures at Rompers through an interactive iPad
- 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 and what days and sessions, they require
- 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** and pay the appropriate **registration fee and/or deposit**. This information will be uploaded to the nursery software system and the relevant files for the child and family created.
- A **registration confirmation form** will be issued to parents at this point.
- Management will take a note in the office diary when to arrange visits for the child starting at Rompers.

- Management will hand out T Cards to the appropriate team leader, the team leader from there will arrange visits by completing the **visit form** and will return the form to the office by the end of that week.
- Team Leader is responsible for updating the Google Calendar with the child's first visit dates and their official start date.
- Before the child's first visit, room staff will make up appropriate labels for the child. Any photos of the child needing to be taken for documents will be done on the first day possible to allow staff to complete the rest of the child's documents

### **Arranging Visits...**

- Two - Four weeks before the child's official start date at Rompers. Management will collaborate with Team Leaders to complete a **visit form**. Visits will be arranged suitable to the needs of both the individual child and parents but also will be arranged to ensure an appropriate staff member can support the child.
- 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
- Along with the **visit form**, parents will be sent a **Starting Rompers booklet**. This booklet details what parents can expect at each of the visits along with further information about ParentLink. Parents will also receive their **ParentLink login** details at this time.

### **Starting at Rompers...**

- 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** in line with the GIRFEC.
- On the first visit the appropriate team leader will meet with the parent in the garden/cabin to discuss the room's procedures and get to know the child. Parent will receive a **Rompers welcome pack** containing the appropriate documents needed, please see separate list for this information.
- On the child's first visit an appropriate staff member and the parent will sit together and discuss the documents in the child's welcome pack. Staff answer any questions the parent may have and discuss any concerns eg, allergies, additional needs etc. Staff will take concerns to appropriate management to allow Rompers to implement procedures further eg, 2 Step-Plans, IEP etc.
- The child's key worker will ensure that the parent can access the ParentLink app and confirm how many logins are required for parents to ensure both parents can have equal access.
- 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 reviewed within the first 28 days of attendance as stated within Angus Council 2019 guidance then further reviewed every 6 months.
- The Team Leader of the room will assign the child an appropriate key worker and complete a **Key Worker form** for the office to make note of this on the software system.

### Continuing Settling in Visits...

- On the second visit the parent will **return the welcome pack** with the completed forms for staff
- Between the second visit and the final visit/official day, the child's key worker will read through the child's welcome pack and will discuss with their team any concerns or important information they may have.
- On the child's final visit/official day staff will allow parent to ask any further questions about the nursery, key staff must be entirely sure and confident in the child's routine and needs at this point.
- Staff will ensure that the above information and procedure is delivered to the parent professionally and at all times the needs of the child starting Rompers and their family will be put first.

### Monitoring:

- Ensure that all new staff are aware of the registration policy through the induction pack processes.
- Monitor the policy annually and make changes if necessary.

### Review:

Date	Management	Track of Changes
August 2021	P. Guthrie	none
February 2022	K.Myers	COVID-19 Update

