



The Secret Garden Pre-school
Wellington Avenue
Princes Risborough
Bucks HP 27 9HY
07759 582307

Registration Policy.

To ensure the safety and wellbeing of children, the Secret Garden Pre-school operates a careful registration system.

Unless there is a good reason otherwise, children should be dropped off promptly at the start of the session.

- Register is taken at the start of each session so that a complete record is available in case of emergency. A total is marked up in the register and all staff are informed of the number in attendance.
- Parents/ carers should inform staff of changes in routine at the start of the session by word of mouth and staff are responsible for making a note in the diary of any changes.

Parents can also write directly into their own home/school communication books, of the following changes.

- If someone other than you is collecting your child.(This should also be recorded in the collection book)
- If someone other than you is bringing your child to Pre-school.
- If your contact telephone number during the session has changed.
- If you arrive late to drop of your child at the next session (Possible due to health appointments)
- If you need to collect your child earlier than the end of the session.
- The register will need to be adjusted,

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- In case of an emergency change in your arrangements, please phone ASAP on the pre-school mobile number

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- In the case of authorised visitors to sessions, name, contact number, visitor should record reason for and time of visit in the visitor book. Staff will need to ensure this happens.
- Unexpected visitors should be vetted for identity and purpose of visit by manager / deputy leader. Visitors may be asked to make an appointment or return later if time is not convenient or legitimacy of visit is doubted.

The pre-school adopted this policy on ...7th January 2011.....

By Hayley White

Signed on behalf of the staff..... *HWhite*.....