

## **CHANDLERS CHATTERS PLAYGROUP/PRE-SCHOOL**

### **Record keeping**

On entering our group, you will be asked to complete a Registration Form which will be kept on our premises. The information required will include:

- Full name(s), address and telephone numbers of parents and child, plus three other contact names and telephone numbers.
- Child's date of birth.
- Details of child's Doctor
- Record of Allergies, Vaccinations and any other relevant medical information.
- Details of additional Carers, i.e. Childminders or any other person who may be picking up your child in your absence.
- Proof of address e.g. Council/Utility Bill

There are also other subsidiary forms which will have to be completed so that we have as complete a record of your child as possible.

It is essential that the Registration/medical form is filled in fully and that the Manager is notified immediately when any changes occur. All information will be kept in strictest confidence in a locked cabinet.

Your child will self-register themselves when they come in, in the morning. A group Register is then taken when they are in the Main Hall. All visitors must also sign in and read the notice regarding terms on which they are admitted into the playgroup as a visitor.

Records are kept of fire drill, and any accidents which occur during the session will be recorded and signed by the member of staff who dealt with the incident. The parent/carer will be asked to countersign the accident book when collecting the child.

We operate a Key person system and each child is monitored by regular observation and record keeping by the staff. You are encouraged to have regular informal discussions with your child's key person in order to keep up to date with their progress. Any worries about your child may be addressed to your child's key person or the supervisor. Please be assured of confidentiality in all instances.

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