

OLD WINDSOR PRE-SCHOOL

RECORD KEEPING POLICY

The supervisor will have on record;

Full names addresses and telephone numbers of parent/guardian of each child.

Childs' date of birth

Name of child's General Practitioner

Emergency telephone contact and number

Record of any allergies or other significant health information

Record of any medicines administered prior to coming into Pre-School e.g. Calpol etc.

Record of any medicine administered at Pre-School with parents/guardians permission

Record of any accidents or incidents sustained at Pre- School.

Development notes of each child, to assist in the planning of sessions

REGISTER

A record of daily attendance is to be made at the beginning of each session of all children and adults.

A record of children and adults leaving the group

A record made of any visitors visiting the group, and signing out when they leave.

Policy adopted at the Management Committee Meeting held on 22nd September 2008

Signed on behalf of the Pre – School -----Chairperson

-----Supervisor