![Logo2[1].png]()Alby Tots Policies and Procedures![Logo2[1].png]()

Dear Parents/ Carers

Each nursery must have a list of polices and procedure to follow. These policy and procedures must be located somewhere where parents, carers and staff can access them at all times. Alby Tots policy and procedure file is located in the main nursery by the parent’s notice board.

Here is a list of our policies and procedures:

* Early Years Foundation Stage Policy
* Settling in Policy
* Personal Possessions Policy
* Arrivals and Departures Policy
* Partnership with Parents Policy
* Safeguarding Policy
* Successful and Supportive Induction Guide
* Staff Code of Conduct Policy
* Transition Policy
* Biting Policy and Procedure
* Internet and Social Media Policy
* Late and None Collection Policy
* Promoting Positive Behaviour Policy
* Behaviour Policy
* Inclusion and Equality Policy
* Special educational Needs Policy
* Lost Child Policy
* Separated Families Policy
* Risk Assessment Policy
* Medical Policy
* Incident Forms
* Health Declaration Booklet
* Food and Nutrition Policy
* Equipment and Resources Policy
* Confidentiality Policy
* Suitable Person Policy
* Data Protection Policy
* Smoking, Alcohol and Drugs Policy
* Outings and Trips Policy
* Complaints Procedure
* Whistle Blowing Policy
* Staff Supervision Policy
* Key Person Policy

Please feel free to come in to nursery and ask for a copy of any policy or procedure that you would like more information about.

Please keep this cover sheet informing you of all of our nurseries policies and procedures. And return this slip to nursery.

I confirm that I am aware of Alby Tots Policies and Procedures and know where they are located in the nursery.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_