

## **Key Carer Procedure**

The statutory framework for the Early Years Foundation Stage April 2017 3.27 outlines the requirements with regards to a Key Person system. Bloom Day Nursery will ensure that all necessary procedures are carried out to enable an effective Key Carer strategy is in place for all children and their parents.

Bloom Day Nursery will offer all children an experienced Key Carer who is directly responsible for their individual day to day needs. A key carer will be introduced to their key children's parents so effective partnerships can be established. Key Carers will be on hand to answer any questions or queries a parent may have or to take information that a parent may need to pass on. Key Carers are required to be available during their child's settling-in times.

Key carers will form bonds with their key children and settle them into their new environment. Observations will be documented detailing a child's likes and interests and a suitable teaching curriculum designed to enhance individual learning and development. Observations will be uploaded onto an on-line Early Learning Tracking system that parents will have private access to.

Parents will be given access to the Early Learning Tracking System relating to their child's learning and development which also gives opportunities for parents to leave comments and share home learning experiences.

During transition phases where a child may change key carers and room areas, time will be given to each child to adjust to their new environment and bond with their new key carer. Parents will also be introduced to new key carer enabling the quality of parental partnerships to be maintained.

Date of Review: March 2018