

Once Upon A Time Nursery
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App Policy

At **Once Upon a Time Nursery** we use the EYLog app to communicate with parents. All information is stored by the company in data protected storage.

The staff use smart phones and tablets to record information about the children's day, these devices belong to the nursery, are password protected and do not go home with the staff.

When you register with the nursery parent/carers will fill in the consents section which includes giving permission to include photos of the child in the daily diaries. Parent/carers can consent to only their child being in the photos or for their child to have photos with their friends which will then be sent to all parents of the children in the photos, parent/carers can also decline to have photos of their child on the app. The consent must be filled in on the app for any answer.

The daily diary will include details of the child's food, drink, toileting and activities for the day and whenever possible photos of them at nursery. The staff's priority is being with the children and we try to balance the need to compile information with interacting with the children.

The app is also used to send messages between nursery and parents and any messages will be answered as soon as possible however if the information is something that the staff need to know straight away it is advise that parent/carers phone the nursery as soon as possible.