

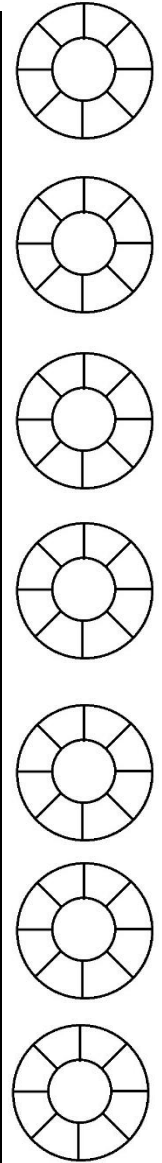
Crèche Register

Date: _____

Team leader: _____

Ratio rings:
 Inner circle = 1 adult
 1 segment = 3+ yr old
 2 segments = 2 yr old
 3 segments = under 2s

No.	Name	Age	Toilet? (Nappy/Training)	Drink? (Juice/water/breast milk)	Other Needs? (allergy/health/other)	Sign out
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						



Creche register notes:

Collecting of data:

Needs for young children change from week to week as toddlers start potty training and allergies are discovered. To collect this information each week takes very little extra time, but ensures the team on duty have up to date information. After all there is no point in parents completing a form when the children first join which sits in a cupboard and where crucial health information is not known by the team who are on duty.

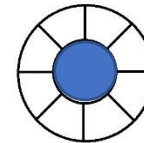
Signing out:

By asking parents to sign out you will know not only that children have been collected, but who collected them. If you run a busy creche in a busy church this will save you from the momentary panic when mum comes to collect a child, only to realise that dad collected them a few minutes earlier.

Ratio watch:

Keeping track of ratio of child to adults in a busy mixed age creche can be a challenge. The ratio rings will help you to do that. They can be used as follows:

Colour in the centre of the circle, one circle for each approved adult that you have on duty:



As children come in, colour the outer ring.

For children aged 3+ colour in one segment (1:8 ratio)

For children aged 2 colour in two segments (1:4 ratio)

For children under 2 colour in three segments (1:3 ratio)

When the segments are all filled in for the ratio rings that have the centre coloured the creche is full and more team are needed.

It may seem complicated to start with, but it will soon become a quick and easy way to see if you have space, without the need of a calculator.

For more information:

See the *Early Steps with Jesus* training course, produced by Children Can.

www.childrencan.co.uk