

**Key Person and Development Records**

Each child is allocated a Key Person. Your child’s key person will be the first point of contact if you have any concerns, she is there to support you and your child during the settling in stage. She will follow your child’s progress during their time in Nursery and her observations will enable her to track your child’s development and individual interests and plan appropriate activities for them.

Your child’s key person is responsible for recording progress and achievements electronically, you will have access to these records and be given log in details to the Tapestry software that we use.

If you have any records from previous pre-school settings or nurseries please allow your child’s key person to look at it as it may contain useful information on progress and development to date.

**Your Child’s Key Person is : ...............................**