

## **Nursery In A Box Policy**

Springboard Nursery use a management system called Nursery in a box. All data inputted on this system is owned by Springboard Nursery and will NOT be shared without Springboard Nursery initiating to ANY other party. (please see GDPR folder).

### **Linked policies:**

Data Protection  
Confidentiality  
GDPR  
Safeguarding

Staff members will have access to Nursery In A Box with different user abilities please see user abilities below.

### **Managers Login**

- Access to all. (Finance, Children, Parent/ Carers + Staff)
- Registers and rotas are created to ensure compliance with ratio requirements.

### **Senior Team Login**

- Access to Children, Parent/ Carers + Staff.

***Both of the above log ins have ability to see personal data regarding children, parent/ carers and staff. Policies and procedures are followed to ensure GDPR, confidentiality and safeguarding are adhered to.***

### **Staff Login**

- To mark themselves in and out on a daily basis, this is an extended app from nursery in a box. **(NO information other than their own name/ child's name is visible)**

### **Parent/ Carer Login**


- To view child details, permissions, invoices and to mark your child in and out/ absent.
- Once parent/ carers have inputted information and saved they will NOT be able to edit it until a manager approves this 'change' alternatively to keep data up to date and correct we ask parent/ carers to continuously update their information on Nursery in a box through sending an email to [springboardnursery@gmail.com](mailto:springboardnursery@gmail.com) / [springboarddeputy@gmail.com](mailto:springboarddeputy@gmail.com) and the manager/ deputy manager will immediately change the details e.g. contact numbers.
- Parent/ carers are asked to remember their log in details to enable them to have access to this software as much as required.
- Parent/ carers will receive invoices after the 24<sup>th</sup> of the month, and reminder emails for fees 7 days after the first invoice was sent, this will be sent through Nursery In A Box.
  - Fees are inputted on to the system weekly by the nursery manager + owner.
- Parent/ carers can view all sessions their child/ren are booked in for and mark their children on holiday's/ sick easily without contacting the office number (01482 330356).

*Please note fees are still paid when a child is sick / on holiday. Please see change of session policy.*

- Extra sessions are to be requested through email: [springboardnursery@gmail.com](mailto:springboardnursery@gmail.com) / [springboarddeputy@gmail.com](mailto:springboarddeputy@gmail.com) once the session has been agreed by the manager/ deputy manager it will appear on your child's sessions on nursery in a box. This will be sent as a separate invoice if that months invoice has been sent.

**This policy was implemented by Caroline Davis: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.**

**Print Name:** Caroline Davis

**Signature:** 

**Date:** 07/04/2021