

# CHILDREN'S BIRTHDAY PROCEDURE



FEBRUARY 2020

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>24<sup>th</sup> February 2020</i>	<i>L Jessiman</i>	September 2022
<i>Reviewed September 2023</i>	<i>L Jessiman</i>	September 2024

EVELINE DAY NURSERIES

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## Children's Birthday Procedure

### AIMS

- To ensure that a child's individuality is celebrated
- To ensure that all children are treated equally
- To promote a caring and quality image

A birthday list should be kept in the room in a prominent position, where it can be easily referred to.

A few days before the child's birthday, the member of staff from the child's group should approach the parent and ask them if the child will be attending on his/her birthday and whether the parent wishes for the class to celebrate their child's birthday. If a parent does not wish his/her child's birthday to be celebrated, this must be accepted without criticism.

If the parent would like for their child's birthday to be celebrated then the nursery cook will make a cake for the class to share and the class and staff will make a birthday card.

At tea time the staff and the children will sing Happy Birthday and present the cake to the child, however candles cannot be used for safety reasons.

The child should be sent home with his/her card and any left-over cake, and the parent should be informed of the child's activities.

If a child misses being at the nursery for his/her birthday, the same procedure will be followed and the nearest date arranged but only if the parent wishes to do so.

If the nursery is closed e.g. during Christmas, a card should be given to the parent and sent home before the holiday.