

## Arrivals and Departures



It is the policy of the nursery to give a warm welcome to each child and their family on their arrival. After changing into their indoor shoes and putting their coat on their peg, children are encouraged to find their name card to take into the room to self-register themselves.

Parents/carers pass the care of their child to a member of staff who will ensure his/her safety (this is usually the child's key person or room leader).

The staff member receiving the child immediately records the child's time of arrival in the daily attendance register. Any specific information provided by the parents will be recorded.

If the parent requests the child to be given medicine during the day the staff member must ensure that the medicine consent procedure is followed.

If the child is not to be collected by the parent/carer at the end of the session, an agreed procedure must be followed to identify the nominated adult.

### Departure

- The planned departure of the child should be anticipated by the key person in the group. All medicines should be recovered from the medicine box/fridge only when the parent/carer has arrived and should be handed to him/her personally.
- On arrival parents should collect their buggy and any other belongings before collecting their child. Buggies/ bikes/scooter must not be left on the premises overnight.
- Staff member must ensure all information regarding the child's day has been passed onto the parent also any forms to be signed i.e. accident book or hand over slips.
- No child should be handed over to anyone other than the known parent/carer unless an agreement has been made at the time of arrival.
- The parent must sign the register, taking back responsibility for their child.
- Only after all forms and information has been passed on to the parent will the staff member let the child out of the room.
- We do expect parents/carer to collect children on time as being the last child can be upsetting for the child.
- If a parent/carer is late collecting their child, after 6pm they will incur a late fee

For arrivals and departures of visitors the appropriate records must be completed on entry and exit e.g. in the visitors book