

Arrivals and Departures Policy

Statement of intent

Our Nursery will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Admissions

It is the responsibility of the Manager to ensure that an accurate record is kept of all children in the nursery, and that any arrival or departure to and from the premises is recorded in the Daily Register. The register will be kept in an accessible location on the premises at all times.

Records of daily registers are kept by the nursery for a minimum of three years.

Arrivals

On arrival, a member of the nursery staff will be there to greet you; parent/carer must sign against their child's name in the daily attendance register and include time of arrival. If the parent/carer wants their child to be given prescribed medicines during the day, they must complete and sign the Administering Medicine form. If your child has an existing injury, the existing injury form must be completed at the time of arrival.

Departures

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session.

The adult nominated to collect your child must know your collection password or staff have been informed of their name.

No adult other than those on the registration form, or who we have been informed at start of the session will be allowed to leave the nursery with a child. In the event someone else arriving without prior knowledge, the nursery will telephone the parent/carer immediately.

If the parent or alternative adult is going to be late to collect their child, staff must be informed of this on arrival to ensure we are able to care for the child after our normal closing hours. If the designated adult is late in picking up their child without prior warning the provisions of the uncollected children policy will be activated.

Absences

If a child is going to be absent from a session, parents must indicate this to the nursery in advance. If a child is absent without explanation, the nursery Manager or Deputy Manager will telephone to ask reasons why child is absent. Regular absences from the nursery could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. The nursery and its staff will always try to discover the causes of prolonged and unexplained absences.

All absences will be recorded in the child's individual safeguarding record in order to see patterns of absences- explained, unexplained and illness.

SignedManager/Owner

Dated: September 2016

Review Date: September 2017