

Little Treasures Nursery Arrivals and Departures Policy

Rationale

It is the policy of the nursery to give a warm welcome to each child on their arrival.

Aims and Objectives

- To ensure safe arrival/departure of children.
- To ensure correct medicine procedures.
- To ensure correct accident/incident procedures.

Implementation

- Parents/carers are requested to pass the care of their child to a member of staff who will ensure his/her safety.
- Parents/carers are required to record their child's attendance on the register.
- If a parent/carer requests their child be given medicine whilst at then staff 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.
- All medicines should be recovered from the medicine cupboard/fridge only when the parent/carer has arrived and handed to him/her personally. Staff must ensure they follow all aspects of the medicine policy.
- The parent/carer should be informed of any accidents/incidents. Staff should ensure accident/incident procedure is followed.
- No child should be handed over to anyone other than the known parent/carer unless staff have been informed otherwise by the parent/carer. The child's departure must be recorded on the register by parents/carers before leaving the premises.

National Care Standards- Being welcomed and valued, Standard 1

Health and wellbeing, Standard 3

A caring environment, Standard 7

Signature	Position	Date of review