

Arrivals and Departures

Arrivals and departures of children

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

The parent will immediately record their child's arrival in the daily attendance register. Any specific information provided by the parents should be recorded including the child's interests, experiences and observations from home.

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

If the child is not to be collected by the parent 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 box/fridge only when the parent has arrived and should be handed to him/her personally. The medication policy is to be followed regarding parental signature. During this time there are opportunities to discuss the child's day, e.g. meals, sleep time, activities, interests, progress and friendships. Any accidents or incidents should be notified to the parent and the appropriate records signed by the parent before departure.

No child should be handed over to anyone other than the known parent unless an agreement has been made at the time of arrival. In case of any emergency such as a parent being delayed and arranging for a third party to collect a child, the parent should give the nominated adult the agreed procedure and contact the nursery about the arrangements as soon as possible. If in any doubt the nursery will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy).

On departure, the child register must be immediately marked to show that the child has left the premises. This includes those children being removed for appointments and brought back to nursery. Children must be signed back into nursery upon their return.

All staff must sign in when entering premises and sign out when departing premises. This includes staff leaving for appointments/meetings/courses, etc and coming back to nursery. Staff must sign back into nursery upon their return.

All registers and staff sign in sheets must reflect those present on the premises. Staff must ensure that all visitors sign in and out of the visitor's log.

