

Policy 14

Arrivals and Departures

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

Parents/carers are requested to pass the care of their child to a specific member of staff who will ensure his/her safety. The arrival and departure time of each child will be recorded in our attendance book as well as the register.

The staff member receiving the child immediately records his/her arrival in the attendance book and register as well as on the white board in the hallway. Any specific information provided by the parents should be recorded in the child's contact book to ensure that it is passed onto the relevant member of staff.

A member of staff will be at the door during the main arrival and departure periods (ie 9.00 am to 9.30 am and 12.00 pm to 12.30 pm) – generally either the principal, manager, supervisor or deputy. At other times of the day an internally approved member of staff who will ensure that the correct procedure for recording arrivals and departures is adhered to, may be on the door to release children to parents/carers.

If a parent/carer requests that their child be given medicine during the day the staff member must ensure that the medicine consent form is completed and signed and that the medicine is stored in the appropriate kitchen/fridge and the consent form put on the kitchen door as a reminder, folded to protect personal information. The member of staff receiving the medication should administer it or should allocate a member of staff to do so in their place. Once administered the time and details should be complete and the form kept for the parent/carer to sign when collecting the child and medicine. All medicines should be recovered

from the medicine box/fridge only when the parent/carer has arrived and can then be handed to him/her personally.

If the child is not to be collected by the parent/carer at the end of the session, the home book should be completed with the appropriate details of the person who is collecting the child.

The planned departure of the child should be anticipated by the group.

No child should be handed over to anyone other than the parent/carer who delivered the child in the morning, unless an agreement has been made at the time of child's arrival and this is recorded in the home book. Should anyone other than that person arrive to collect a child, the person who delivered the child will be immediately contacted by telephone to ascertain what procedure should occur. On departure, the attendance book must be immediately marked to show that the child has left the premises, and a deduction made from the total on the white board and register if during a morning session.

For arrivals and departures of visitors the appropriate records must be completed on entry and exit e.g. in the visitors book, white board and visitors must be given a Visitor badge to wear.