



## **Arrivals and departure**

It is our policy to give a warm welcome to children on their arrival to nursery, parents are encouraged to share any relevant information to a member of their child's room at drop off, although we realise this may not always be possible due to staff start times. Any staff member accepting handover of a child must pass all information to the child's key worker.

A member of staff must sign the child in on the register stating time of arrival.

If any medication is required details must be filled in on a medication form at arrival including parent signature.

If a child is not collected at the end of their session the late collection policy must be followed.

When a child is been collected and the staff member who goes to the door is unsure who they are, they should firstly ask for a member of staff to come to the door from the child's room or ask for a member of management.

If a parent is at the door when a staff member is leaving, they should inform the room staff of that child/ Parent and not just call through to the room or up the stairs.

all children have a password on record and an unfamiliar person collecting the child will need to know this for added security.

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents should please inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day, so the nursery management are able to account for a child's absence.

This should not stop parents taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

If a child is absent with no reason given then a member of management will ring the parent/carer for an explanation the same day, and this will be recorded on the absences log sheet.

On departure a child must be signed out stating the time on their register.

All visitors must sign in the visitor's book on arrival and departure stating times, this book is kept in the entrance

All staff must enter time on signing in sheet when entering and leaving nursery, this sheet is kept in the entrance

<b>This policy was adapted on:</b>	<b>Signed on behalf of the nursery:</b>	<b>Date for review</b>
April 2021	Claire Smith	April 2022
June 2022	Vicky Sheard	June 2023
June 2023	Vicky Sheard	June 2024
January 2024	Rebecca Barron	January 2025
January 2025	Rebecca Barron	January 2026
December 2025	Vicky Sheard	December 2026
March 2026	Zoe Goodchild	March 2027