



# Arrivals and Departures Policy

It is our policy to give parents and children a warm welcome on their arrival into the nursery.

Parents are asked to take their child/ren to the designated door for drop off and collection.

The front door is currently used for ages 3 and the back gate is used for the 2 and under.

There is videophone entry. Parents do not currently have access into the building.

On arrival the staff will mark their attendance in the register and record any additional information.

Age 3 and over, bags and coats should be left on your child's peg provided, age 2 and under to be given to staff when handing over child/children. Medicines to be given to the staff for staff to put in the fridge.

Any medicine that a child is taking needs to be recorded with the member of staff and the medical consent forms signed.

If the child is to be collected by anyone other than the nominated adults on the child's contract, the password system will be followed. We also ask for a thorough description of the person picking up, name, make of car, registration, brief features.

At the time of departure, the staff will collect any medicine from the kitchen to take home, bags and coats can be collected from pegs provided, or passed over with age 2 and under.

On departure the register will be marked to show that the child has left the premises, what time and who collected.

If the nursery is informed during the day that someone else is collecting the child then a pre-arranged password would be used and asked at the time of departure.

All staff and visitors will be asked to sign in and out using the visitors book in the porch.

If a child is going to be off nursery for any reason, we ask that you call by 9AM.

**Signed on behalf of the nursery**

Jamielee Litherland