

The Nursery on the Green
Arrivals and Departures Policy

Aims and Objectives

To give a warm welcome to each child on his/her arrival at the Nursery. To ensure parents are aware of the arrivals and departures policy and have signed that they have read it.

Operating Procedure

Parents/carers are asked not to leave their child with staff outside Nursery or on their own at the bottom of Treetop Room stairs, top of Sunshine Room stairs or at the building entrance door by Garden Room. Parent's/carers must pass the care of their child to a specific member of staff in their child's classroom who will ensure his/her safety, and that their attendance is recorded in the register. The staff member receiving the child immediately records his/her arrival in the daily attendance register. Any specific information provided by parents should also be recorded.

If the parent requests the child be given medication during the day, the staff member 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. The planned departure of the child should be anticipated by the key worker in the group. All medicines should be recovered from the medicine box/fridge only when the parent/carer has arrived and handed to him/her personally.

No child should be handed over to anyone other than the known parent/carer unless an agreement has been made at the time of arrival or by telephone. On departure, the child register must be immediately marked to show that the child has left the premises.

October 2017