

# ARRIVALS AND DEPARTURES

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

Parents are requested to pass the care of their child to a specific member of staff who will ensure his/her safety (this is usually a staff assigned for the door on the day). The staff will have a quick check regarding the child's wellbeing. The staff member receiving the child immediately records his/her 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 is 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.

The planned departure of the child should be anticipated by the key person in the group. 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. The parent should be told about any accidents or incidents and the appropriate records must be 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 inform the nominated adult of 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 from our own record (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.

## Arrivals and departures of visitors

For arrivals and departures of visitors the appropriate records must be completed on entry and exit e.g. in the visitors' book. Please refer to Supervision of Visitors policy for further information.

DATE:	REVIEW/READ BY:	SIGNATURE:
16/11/19	S NURUL H B S SAID	