

Arrivals and Departures

Nursery will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

During the main arrival and departure times an experienced member of staff will supervise the door to extend a warm welcome to every parent and child on arrival. The door will remain locked at all times and the key placed on a high hook.

Admissions

It is the responsibility of the Manager to ensure that an accurate record is kept of all children at nursery, and that any arrival or departure to and from the premises is recorded in the register by the parent/carer. The register will be kept in the hallway by the front door at all times (for exemptions to this rule, see the Visits and Outings policy). This process will be supplemented by regular head counts during the day.

Arrivals

On arrival, a child's attendance will immediately be recorded in the daily register, including the time of registration.

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the Administering Medication Form. Further details of this procedure are contained in the Health, Illness and Emergency policy.

Departures

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. The adult nominated to collect a child must be one of those named on the Admissions Form. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children. No child will be allowed to leave nursery with an adult if they are not recognised or known by a staff member.

No adult other than those named on the Admissions Form will be allowed to leave nursery with a child. In the event that someone else should arrive without prior knowledge, we will telephone the parent/carer immediately and a password system will be used.

If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

Upon departure, the register will be marked to show that the child has left the premises. The time of departure will also be recorded.

Absences

If a child is going to be absent from a session, parents must telephone or inform nursery when possible.

If a child is absent without explanation for more than three days concurrently, staff will contact the parents/carers to try to ascertain the reasons behind this.

Regular absences from nursery could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies.