

ARRIVALS AND DEPARTURES POLICY

- All parents ring a bell for attention at the entrance door on arrival, where they will be greeted by a member of staff.
- As part of our security parents of All Year Care children/City Kids are allowed through the security door to take their child in to their room, accompanied by a member of staff, on both arrival and departure.
- Children are then entered into a register as they arrive and are marked out as they depart.
- All staff and students sign in and out of the register, on arrival, lunchtimes and on leaving the premises at the end of their day or any other time (i.e. appointments etc.)
- Each room has their own register; staff check registers for their room throughout the day.
- On arrival parents of children who attend term-time wait in the entrance until their session begins and a member of staff take their child to their room. On departure parents again wait in the entrance and a member of staff bring their child to them. This system is not to segregate parents but is to safeguard children who are already in the nursery. If all parents were let through the security door at all times, we run the risk of children leaving the rooms by themselves and possibly leaving the nursery. Term-time parents take their child to the room when they are settling in, if their child is upset or if they choose to do so.
- Students or any other person, are not allowed to let anyone through the security coded door without permission, by a member of staff.
- Any relevant information about the child is passed on to the staff this includes any medication that the child requires that day, any existing injuries are recorded on arrival by parents and staff.
- Only authorised persons as stated on the registration form by the parents can collect their child, otherwise the parents must inform us of the name of the person collecting the child, description and that the person knows the password used to collect the child.
- If the child is not to be collected by the parent/carer an agreed procedure by parent and nursery is followed to identify nominated adult as stated on the child's registration form and a password will be required.
- No child is handed over to anyone other than the known parent/carer, unless an agreement has been made on arrival. Password required
- If a child is left beyond the nursery closing time, the late collection procedure will be followed.
- If a child has not been collected at the end of the day the Uncollected Child policy will be followed.
- If any accidents, incidents have occurred during the day, this information will be related back to parent/carer and any appropriate forms will be signed when they collect their child.
- Any medicine to be recovered from the fridge and returned to parent/carer before the child departs the nursery.
- If any parents/visitors stay at the nursery for any length of time, they must sign in, using the signing in book in the entrance and sign out when they leave.
- City Kids will pick up children from school and assemble in a designated area for the afternoon session, then marked in City Kids register on arrival and departure.

- Children walk in pairs with a member of staff who is situated at the front and back. Ratios are correct at all times.
- Children who attend any extracurricular activities at school will be picked up by a member of staff who will have the Care Club's mobile phone with them and an attendance book.
- Children will not be allowed to leave the building without an adult.
- Staff and children will wear appropriate safety visas when being taking to and collecting from school and on any outings.