

Les Enfants Nurseries

ARRIVALS AND DEPARTURES POLICY

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ARRIVALS AND DEPARTURES POLICY

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

Parents/carers are requested to pass the care of their child to a specific member of staff who will ensure his/her safety, and that their attendance is recorded in the register (this is usually done by a child's key person).

The Staff member receiving the child immediately records his/her arrival in the daily attendance register. Any specific information provided by the parents/carer should be recorded.

If the parent/carer requests the child to be given medicine 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 key person in the group. All medicines should be recovered from the medicine box/fridge only when the parent/carer has arrived and should be handed to him/her personally.

No child will be handed over to anyone other than the known parent/carer unless an agreement has been made at the time of arrival. On departure, the child register must be immediately marked to show that the child has left the premises. **CHILDREN WILL NOT BE ALLOWED TO LEAVE THE NURSERY UNLESS STAFF ARE COMPLETELY CONFIDENT OF THE IDENTIFICATION OF THOSE WHO COLLECT THEM.**