

Arrivals and Departures Policy

The Athelstan Nursery gives a warm and friendly welcome to each child on arrival and ensures that they depart safely at the end of each session.

It is the responsibility of the Manager/Deputy manager to ensure that an accurate record is kept of all children in the setting, and that any arrival or departure to and from the premises is recorded in the register. The registers will be kept in an accessible location on the premises 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 and a clear visual of the number of children onsite.

Records of daily registers should be kept by the setting for at least one year.

Arrivals

On arrival, a member of staff will record the child's attendance in the daily register; staff should write the time in the register that the child arrives.

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 setting's Health, Illness and Emergency policy.

Parents and carers have a responsibility of informing a member of staff of any accidents or incidents that have occurred outside the nursery resulting in a child needing first aid or medical treatment. A existing injuries form should be completed giving staff a detailed description of what and where the accident/incident happened and the treatment needed. Staff will use their discretion as to whether or not the child should remain at nursery or home.

Once all the children have been signed into the register and the parents have left the premises it is the responsibility of the person on door to ensure the outside gate and door are secure and bolted. The Nursery manager will oversee this to ensure this has been completed.

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 Registration form. Only

adults - aged 16 years and over - and with suitable identification, will be authorised to collect children.

No adult other than those named on the Registration Form will be allowed to leave the setting with a child. In the event that someone else should arrive without prior knowledge, the setting will telephone the parent/carer immediately.

In the event that someone else other than those named on the registration form and where the parent and carer has given permission and informed the nursery a safe password will be used and where possible parents should provide nursery with a photograph or description.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late in picking up their child without prior warning, the provisions of the **Uncollected Children policy** will be activated.

A late collection fee will apply for any child not collected at the correct departure time, parents and carers are advised to make contact with the nursery at the earliest opportunity if they believe they will be late in collecting their child from nursery.

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 ie holiday, parents must indicate this to the setting.

If the child is absent parents/cares are asked to telephone the nursery on the first day of absence to give a reason for this.

Regular absences from the setting could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from relevant statutory agencies. The setting and its staff will always try to discover causes for prolonged and unexplained absences.

Consistent unauthorised absence or lateness from nursery may result in the withdrawal of EYE funding.

Nursery Manager: _____ Trusttee: _____

Policy Date: _____ Review Date: _____