

## ARRIVALS AND DEPARTURES POLICY

At Conkers we recognise that arrival at nursery is an important time for both parent and child. We provide a warm and personal welcome to all families so that each child is able to make a smooth transition from home to nursery.

This policy has regard to the statutory framework of the EYFS and Childcare Act 2006

### **Links to other policies**

Admissions policy

Safeguarding policy

Fees policy

Health and Safety

Risk assessment

Entry to the nursery is through the gate, which is protected by a secure entry system. If children are outside a member of staff will meet all arrivals at the gate. If there are no children outside parents will access the nursery through the gate and along the path to the nursery door.

Upon arrival all parents and children are greeted personally by a designated member of staff. Parents are requested to support their child to self-register (find photo and place on board) and pass the care of their child to the staff member. The staff member receiving the child immediately records his/her arrival in the daily attendance register and also records any specific information or instruction provided by the parents.

If the parent requests the child is given medicine during the day the staff member must ensure that the medication procedure is followed. Before leaving the child, the parent must sign the appropriate request form.

If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. This procedure will have been recorded on the registration form and will be regularly confirmed or updated with parents. A password is required for the designated adult.

The child's key person or other nominated staff member plans the departure of the child. This should include brief opportunities to discuss the child's day with the parent. The parent is told about any accidents or incidents and the appropriate records must be signed by the parent before departure. Where applicable, all medicines should be recovered from the fridge after the parent has arrived and handed to him/her personally. The medication policy is to be followed regarding parental signature.

The nursery will not release a child to anyone other than the known parent unless an agreement has been made at the time of arrival. In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated person of the agreed procedure and contact the nursery about the arrangements immediately. If in any doubt the nursery will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy).

On departure, the staff member releasing the child must mark the child register immediately to show that the child has left the premises.

### **Adults arriving under the influence of alcohol or drugs**

Please refer to the alcohol and substance misuse policy.

### **Arrivals and departures of visitors**

For arrivals and departures of visitors the nursery requires appropriate records to be completed on entry and exit in the visitors' book. Please refer to supervision of visitors' policy for further information.

### **Monitoring and review**

- All nursery policies are monitored and reviewed annually
- Policies and procedures are updated and amended in line with any emerging and relevant government legislation or county council guidance

### **Informing parents of changes to policy**

Our policies are reviewed regularly with a month's notice given of any changes. Parents are notified in writing, usually with their invoice or newsletter. A returns slip is included for parents to confirm they are aware of and agree to any changes. The returns slips are kept for our records.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>