



Arrivals and departures

It is the policy of the Nursery to give a warm welcome to each child on its arrival.

Parents/carers are asked to sign their child into Nursery on the registers in reception.

It is the responsibility of the staff member receiving the child to write down any specific requests by the parent to pass on to the room leader/coordinator if not present at the time.

If the parent requests that the child be given medicine during the day the staff member must ensure that the medicine consent procedure is followed.

Staff need to be informed by the parent if someone else is collecting their child at the end of the day. If staff have not been informed then a member of staff will supervise the person collecting while relevant checks are made for confirmation. The password system is to be used if we do not know the person and if possible they should provide a form of photo i.d.

The planned departure of the child should be anticipated by the keyperson and/or room leader of the group. All medicines should be recovered from the medicine box/fridge only when the parent/carer has arrived and should be handed to them personally.

No child should 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 parent is to sign the register to say they are taking the child off the Nursery premises.