

# Arrival and Departing Policy and Procedures



Usual arrival and departure times are 9am to 3pm.

We will ensure the safety of the children indoors/outdoors during arrival and departure times by a staff member will open the secure nursery gate and collect child/children from parents, who que in front of the nursery. If attending Forest School parents que at the back of the minibus staff will support the child to leave parent and get on the bus. Children's arrival and departure will be recorded.

The Key Person or key buddy and other staff will greet the child.

Staff member on gate duty will sign children in and out with date and times.

The setting assumes responsibility for the child after parent hands child over to the setting staff.

The parent assumes responsibility for their child before handover to the setting staff and after handover when collecting child for departure.

Procedures for signing accident/medicine records; If parents need to sign any accident, injury, medicine given, recording bumps, bruises etc received outside of the setting forms this will be done on the day event occurred or was noticed.

The setting will only hand over children to person/people who have been named on the child's registration forms and parental permission must be given if any other adult is required to pick up the child. The child will only be able to leave if the parent has given prior warning and the person collecting can give the unique child's password.

The nursery is unable to prevent separated parents from collecting unless court action documentation is provided.

Wherever possible parents are encouraged to arrive on time so as not to disturb the children's routine.

The setting will follow the procedures for late collections in line with their uncollected child policy. Fees may be incurred depending on circumstances.

Children's coats will be placed on the coat pegs and any bags will be hung up. If they contain items/creams etc. that may be harmful to children they must be given to a member of staff.

Children visiting the Forest School will have bags hung up in the log cabin in case of creams etc.

## **Staff Responsibilities.**

Arrivals and departures of staff will be noted on the daily register.

Staff will be deployed to their relevant key area at arrival and departure times. – these are times when all staff should be available for children.

This will be a time to exchange information with parents and remind them to check the Parent's Bulletin Board for information.

Parents should feel welcome.

If a child becomes distressed at the departure of their parent, the key person will comfort and try to settle the child. The nursery will phone the parent or the parent may phone later to reassure them that their child has settled.

All visitors must sign in and out with date and times, purpose of visit. The setting will ask to see forms of identity if the visitor is unknown.

Parents who have English as an additional language may be informed about this policy through translated documents upon request.

### **Forest School.**

The register and any other necessary documentation will be completed before leaving for forest school.

The children will return to the setting by 2.50 unless there is a delay. In which case the Forest School Leader will phone the setting to inform parents.

If a child is needed to be collected before stated time, the Nursery will need to be informed. Address of Forest School will be given.