

HARPOLE DAY NURSERY

Arrivals and Departures

It is our policy that all children and their parents/carers will be given a warm welcome on their arrival to the nursery.

Parents/carers are requested to pass over the care of their child to their child's worker or other member of staff designated to their child's room who will ensure their safety.

The front door is to be kept on the chain at all times. A nominated member of staff will be on the door between 8am-9am and 12.45pm-1pm to ensure that this chain remains in place.

The child's arrival will immediately be recorded in the register and the parent/carer will be asked to sign in their child (with the arrival time) on their daily register sheets. Any specific information regarding that child should be recorded.

If the child is not to be collected by the parent/carer at the end of their session, an agreed procedure must be followed to identify the nominated adult ie. A password may be asked for along with a brief description. This information must be passed onto the Nursery Manager and recorded in writing.

No child will be handed over to anyone other than the known parent/carer unless a previous agreement has been made. On departure, the child must be immediately marked out of the daily registration sheets and a time written to show that the child is no longer on the premises.

A visitor's book must be signed by anyone visiting the nursery, other than parents dropping off children. The book contains details of the purpose of the visit and details of arrival and departure times. Where possible, the identity of visitors is checked eg identity badges.

Signed on behalf of the nursery

Date