

Egg Day Nursery

Arrivals and departures policy

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

Parents/carers are requested to pass the care of their child to a specific member of staff who will ensure his/her safety, and that their attendance is recorded in the register.

The staff member receiving the child immediately records his/her arrival in the daily attendance register. Any specific information provided by the parents should be recorded.

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

If the child is not to be collected by the parent/carer at the end of the session, an agreed password must be given to the Nursery and the person collecting the child. If there is no password or the password is incorrect then the person will not be authorised to enter the Nursery.

The planned departure of the child should be anticipated by all the staff in the group. All medicines should be recovered from the medicine box/fridge only when the parent/carer has arrived and should be handed to him/her 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 child register must be immediately marked to show that the child has left the premises.

Once the child has been signed out the child is then the parent's responsibility and not the Staff within the Nursery.

If private arrangements have been made for a member of staff to collect and transport a child home then the relevant paperwork will need to be signed by the parent and staff member.

For arrivals and departures of visitors a member of staff will need to sign the visitor into the Visitors Book, located in the main entrance of the Nursery. This will also need to be signed when the visitor exits the Nursery.

This Policy was adopted by Egg Day Nursery on (date):_____14/12/09_____

Signed by:_____BRWhite_____

Position: _____Business Manager_____

