

Arrivals & departures

Policy statement

This policy is in place to ensure the safety of each child as they arrive in preschool and to ensure all children depart safely at the end of their session.

When parents/carers are present in the building they are responsible for the care and wellbeing of their children.

Arrival of Children

It is our policy to give a warm welcome to each child/family upon arrival at the preschool.

As children arrive at preschool staff will:

- Immediately record a child's arrival time in the daily attendance register.
- Greet parents/carers and request any information from parents/carers regarding a child's wellbeing which parents/carers feel needs to be shared with nursery staff.
- Record any specific information provided by the parent/carer which will support the child's wellbeing whilst they are at preschool.
- Ensure that where a child requires medication during the day the parent/carer has completed a medication consent form in line with the Administering Medicines Policy.

Departure of Children

On no account will staff hand over a child to anyone other than the known parent/carer unless an agreement has been made at the time of arrival of the child that an alternative adult will be collecting the child.

- On departure each child will immediately be signed out by a member of nursery staff on the daily attendance record to show that the child has left the premises.

Where a parent/carer has informed and agreed with nursery staff that an alternative named adult will be collecting the child nursery staff will ask parents/carers to ensure that the following is in place:

- Parents/carers have informed staff that they will not be collecting their child at the end of the session and have clearly informed staff about the adult who will be collecting the child. Only persons age over 16 years will be allowed to collect a child unless that person is the child's parent.
- Parents/carers have provided staff with a description of the person who will be collecting the child, their name and relationship to the child. Staff will record this information.
- Parents/carers will have in place an agreed password which staff will use to identify that the person collecting the child is the right person.
- Where possible parents/carers will bring the alternative person into the nursery prior to them collecting a child to introduce them to staff; this will help with identification at a later date when required.

This policy was adopted by

Jiminy Crickets Preschool

On

12/05/2020

(date)

Date to be reviewed

12/05/2021

(date)

Signed on behalf of the provider

Name of signatory

Henrietta Bridgman

Role of signatory (e.g. chair, director or owner)

Chair