



Arrivals and Departures



Our Nursery will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Admissions

It is the responsibility of the Manager to ensure that an accurate record is kept of all children in the Nursery, and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times (for exemptions to this rule, see the Visits and Outings policy). This process will be supplemented by regular head counts during the session.

Records of daily registers will be kept by the Nursery for at least three years from the date of the last entry.

Arrivals

On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time. Children arriving at lunchtime for the afternoon session should remain in the cloakroom until a member of staff invites the child into the Nursery so the child can be registered in attendance.

Departures

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded before the beginning of the session. The adult nominated to collect a child should be one of those named on the Child Information & Emergency Contacts Form. Only adults with suitable identification will be authorised to collect a child.

No child will be allowed to leave the Nursery unaccompanied.

Siblings and children under the age of 16 years are not permitted to collect children from Nursery without an adult.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed as soon as possible. If the designated adult is late in picking up their child without prior warning, the provisions of the Lost or Uncollected Child policy will be activated.

Absences

If a child is going to be absent from a session, parents must indicate this to the Nursery in advance.

We encourage parents to inform the Nursery of any absences with as much notice as possible, this includes sickness holidays and other absences. In an emergency if a parent is unable to collect their child the parent needs to inform us that another adult will be collecting the child. We will ask the adult, the child's date of birth on arrival, this will be the password.

Signed on behalf of the Management Committee:

..... Chairperson

This policy was updated by the Manager and staff and will be updated annually.
Next due to be updated: September 2020

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”