

17 ARRIVALS AND DEPARTURES POLICY

Company Name: Tender Years Nursery Ltd
Setting Name: Little Jems Childcare Services
Policy Date: 16th June 2023 Next Review Date: 14th June 2024

It is the policy of the nursery to give a warm welcome to each child on its 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 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 procedure must be followed to identify the nominated adult.

The planned departure of the child should be anticipated by the key person in the group. All medicines should be recovered from the medicine box/fridge only when the parent/carer has arrived and 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.

Policy Update – Effective from September 2022

With effect from 1st of September 2022 and to ensure the health and safety of the children in our care and the staff that care for them, drop-off and pick-up of children will now only be permitted at the front door entrance to our premises.

This change has become even more necessary to ensure we comply with our insurance and health and safety policy requirements.

In practical terms, what the above changes imply is that Staff will now only receive children from parents at the front door at the start of their session and hand them back to parents again, at the end of their session at the front door. We shall make every effort to ensure that this new process is smooth and efficient with parents' cooperation.

Unfortunately, parents will no longer be allowed into the lobby at any time during the day, except by prior pre-booked appointment.

Management