



LITTLE FIRS DAY NURSERY



8. Arrivals and Departures Policy and Procedure

This policy and procedure links to the following:

Legal Framework: Statutory Framework for the Early Years Foundation Stage: 3.4-3.8 3.7, 3.63

Little Firs Policy and Procedure: Child Protection

At Little Firs we give a warm welcome to every child and family on their arrival.

The staff member receiving the child on his/her arrival they will record them on the register plus any specific information provided by the parents.

If the parent requests the child is given medicine during the day the staff member will follow the medication procedure.

If the child is to be collected by someone who is not the parent at the end of the session, we have an agreed procedure that must be followed to identify the designated person, we must be informed who is collecting and they must know the child's collection password. Parents are informed about these arrangements and reminded about them regularly.

The Head of Room or Deputy plan's the departure of the child. This includes discussions about the child's day e.g. meals, sleep time, activities. The parent will be told about any accidents or incidents and the appropriate records must be signed by the parent before departure. Where applicable, all medicines will be returned to the parents on the child's departure and the medication policy is followed regarding administering medication.

The nursery will not release a child to anyone other than the known parent unless an agreement has been made at the time of arrival. In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the nursery of the agreed procedure and contact the nursery about the arrangements as soon as possible. If in any doubt the nursery will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy).

On departure, the staff member releasing the child must update the child register immediately to show that the child has left the premises.

Adults Arriving Under the Influence of Alcohol or Drugs

Please refer to the alcohol and substance misuse policy.

Arrivals and Departures of Visitors

For arrivals and departures of visitors the nursery requires appropriate records to be completed on entry and exit e.g. in the visitors' book. Please refer to supervision of visitors policy for further information.

Date of Review	This Policy was adopted on	Signed on behalf of the Nursery	Date for review
July 2021.	16 th July 2021	<i>P.Goodrick Electronically signed due to covid restrictions.</i>	July 2022.