

Little Rainbow Nursery

Arrivals and Departures Procedure

Little Rainbow Nursery staff always gives a warm welcome and goodbye 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 a smooth and positive start for the day.

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 who will collect the child.

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 only when the parent/carer has arrived and should be handed to him/her personally, together with the daily feed back report. This is a good opportunity to praise the child.

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 on the register must be immediately marked to show that the child has left the premises.

For arrivals and departures of visitors the appropriate records must be completed on entry and exit e.g. in the visitors book.

This policy was adopted on: April 2022

Date for review; April 2023