



## **Arrival and departure policy**

- **Policy statement**

- It is our aim at Downside Children's pre-school to create a warm, happy, stimulating environment where by you and your child can feel happy and secure. In order for the children to learn & develop.

- **Procedures:**

- On arrival at the Pre-school, a member of staff will greet you. You will be asked for relevant information about your child's well being and additional needs on a day to day basis.
- Parents are welcome to stay for as long as they feel is necessary for their child to settle.
- The member of staff must write the time of arrival next to your child's name on the daily attendance register to acknowledge they are on the premises. This is essential for safety reason or in the event of an emergency.
- Regular accounts and visual checks will be made throughout the day to ensure that every child is present and correct in accordance with the register. It is therefore important that this is kept up to date. The number of children and adults is written on the white board in the setting and is constantly updated.
- Children will only be allowed to leave Pre-school with the designated adult. The pre-school must be informed of any change from the norm on that day. If we have not met that person before then the pre-school must be given a description of them and a name. Under no circumstances will any child be released without the nursery manger being informed beforehand.
- Any member of staff must inform the nursery manager if they encounter any change from the above.

This policy was adopted at a Downside Children's Pre-school held

on \_\_\_\_\_

Signed on behalf of Downside Pre-school

by: \_\_\_\_\_

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