

St. Bernard's Nursery Duckings

Victoria Park Avenue, Lea, Preston. PR2 1RP

Ofsted 119449

ARRIVALS & DEPARTURES POLICY

Staff 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 leader 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. This process will be supplemented by head counts during the session.

Records of daily registers should be kept for at least one year.

ARRIVALS:

At the start of the day Parents will take the child to the Nursery via the school playground. On arrival staff will immediately record the child's attendance in the daily register

During the school day Parents/carers will take their child to the school office where a member of staff will take the child to the Nursery. On arrival, staff will record their attendance in the daily register

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the Administering Medication Form. Further details of this procedure are contained in the Health, Illness and Emergency Policy.

DEPARTURES:

During the school day, the parent/carer will go to the main office and the child will be brought to them by a member of staff.

Reviewed August 2022

At the end of the school day, parents/carers will meet the children at the Nursery door via the school playground.

Staff members will only allow children to be collected by either parents/carers or other named adults specified by parents/carers. If another person is to collect a child other than those recorded, the parent/carer must leave explicit instructions, at the school office . A password system is in operation and must always be used if another person is collecting the child. Parents/carers have a duty to inform the Nursery should they be unable to arrive on time to pick their child up and a subsequent late fee may be charged. For further details see the Uncollected Children Policy.

On collection of their child, the parent/carer must sign them out in the official register, noting the time of departure.