



ARRIVAL & DEPARTURE TO & FROM NURSERY

At My Sunshine Day Nursery & Pre-School we provide a very warm welcome to every child and family on their arrival at Nursery. Parents are requested to pass the care of their child to a specific member of our staff (this is usually a child's Key Person) who will ensure his/her safety throughout the Nursery day.

Arrival

The member of staff receiving the child will then sign-in the child into our FAMILY® online system and add any specific notes or comments for the Day ahead. If for any reason our system or internet is not working then parents will be asked to sign their child in on the paper registration that would then be in place. The staff member also records any specific information provided by the parents, including the child's interests, experiences and observations from home.

If the parent requests the child is given medicine during the day the staff member must ensure that the requested medication procedure is followed. See our '*Medication Policy*'

Collection

If the child is to be collected by someone who is not the parent at the end of their session, we have an agreed procedure that must be followed to identify the designated collecting person. Photo identification will also be required where possible for the designated adult. Parents are informed about these arrangements and reminded about them regularly.

The child's Key Person or other nominated staff member must plan the departure of the child. This should include opportunities to discuss the child's day with the parent, e.g. meals, sleep time, activities, interests, progress and friendships. The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent before departure.

Where applicable, all medicines should be recovered from the medicine box/fridge after the parent has arrived and handed to him/her personally. The medication policy is to be followed regarding parental signature.

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 designated person 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 a staff member (usually the child's Key Person) will sign the child out of the Nursery on our on-line Nursery system.

Adults arriving under the influence of alcohol or drugs will not be allowed to take the child and appropriate action will be taken. 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. The visitors must record their details, arrival and departure times in our Visitors book. Please refer to our '*Visitors Policy*' for further information.

This Policy was adopted on	Signed on behalf of My Sunshine Day Nursery by Harriet Ballardie (Nursery Manager)	Date Policy was Disseminated to Staff	Date for next Policy review
1 March 2018		1 March 2018	1 January 2019