



# All Saints Nursery School

## Arrivals and Departures Procedure

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# Arrival and Departure Procedure

## All Saints Nursery School

We aim to keep children safe and secure and to welcome parents and carers into the setting and give opportunities for the exchange of information with key persons

- The nursery operates an Early Start service from 8:30 a.m. Parents ring the doorbell when they arrived and are admitted and signed in by a member of staff and the door is closed and bolted after they leave. At 8.55 the door is opened to admit children, they are greeted by a member of staff and helped to change shoes and hang up their coats. At 12.00 pm we open the doors for parents collecting children at the end of the morning session. A member of staff will be at the garden gate at 12 to allow entry to children accessing the early lunch period
- For the afternoon session we open our doors at 12.30
- During arrival and departure times we deploy staff carefully at various points in the building to ensure the children's safety
- Once all the children due to arrive have been registered we then lock the doors at the entrance of the building and the inner doors are closed
- Key persons are always available to greet children and speak to parents
- On arrival a member of staff will register the arrival of your children and record a time and the setting then assumes responsibility for that child
- We have a medication procedure in place so that if a child needs to have prescribed medication, we ask parents to sign a permission form at the start of a session and then record when that medicine was administered (see medication procedures)
- If any bumps, bruises, or cuts have been received outside of the setting, a member of staff will record this on a body map form and ask the parent to sign the record
- At the end of the day, we finish at 3.30 and open the garden gate for parents/carers to enter. The exit door will be manned by a member of staff, to prevent children leaving unsupervised
- All children will be in the outdoor cabin and will be released by a supervising member of staff as the parent or carer reaches the entry door to the nursery building. They can then collect their belongings and speak with staff within the nursery
- Staff regularly rotate positions to ensure contact with parents and to be available to reassure and inform parents of key children of the happenings of the day
- If a child has an accident or has been changed into different clothes, we record this information and ask parent/carer to sign our records at the end of a session on collection
- On registration we ask for the names of person/people who will be normally collecting the child. This information is written and signed by the parent and kept on the registration forms
- The total number of children attending the morning and/or afternoon session will be recorded on the notice board
- We also ask for a password for the child on registration, this system is then put into place for collection by someone other than parent or those named on file
- We will record when the password system is used by recording the person's name, and signature, on the Singing In sheet. We will not release the child without the password
- We are unable to prevent separated parents with joint parental responsibility from collecting a child unless we have a written copy of any court action
- If a child is not collected after 15 minutes at the end of a session, we will check for any information recorded about changes to the normal collection routine, if no information is available parent/carers will be contacted at home or at work.

- If this is unsuccessful the adults who are authorised by the parent to collect their child from nursery and whose information is recorded on the registration forms are contacted. If this is unsuccessful, we will then refer to our uncollected child procedures