



TinyTots
DELIGHT IN DISCOVERY

www.tinytotsltd.com

ARRIVALS & DEPARTURES

ARRIVALS

It is the policy of the nursery to give a warm welcome to each child on their arrival. As part of the arrival routine we would encourage parents and children to locate their name badge and choose a cloakroom peg. Parents are requested to pass the care of their child to a specific member of staff who will ensure his/her safety. 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 medication procedure is followed.

COLLECTION & DEPARTURE OF CHILDREN

If the child is not to be collected by the parent at the end of the session, an agreed procedure must be followed to identify the nominated adult. A password is required for the nominated adult to tell the keyworker so the child can be released into their care.

The planned departure of the child should be anticipated by the key person in the group. All medicines should be recovered from the medicine cupboard or fridge only when the parent has arrived and should be handed to them personally. The medication policy is to be followed here with regards to receiving a parental signature.

No child should be handed over to anyone other than the known parent unless an agreement has been made at the time of arrival. If in doubt check the person's identity by ringing the child's parent or their emergency contact number.

On departure, the child 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. Please refer to Supervision of Visitors policy for further information. Staff must sign in and out on the sheet provided at the beginning and end of each shift.



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MAIN DOOR

on arrival at the main door, each individual parent must ring the doorbell and wait to be invited into the nursery by a member of staff. Parents and visitors must not press the door release themselves or hold the door open in order to allow another parent access into the nursery.



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INTERNAL USE ONLY

This policy was adopted on	15/11/17
Signed on behalf of the nursery	
Signed and dated by nursery staff	
Date of review	