



Arrival & Departure of children

It is the policy of the nursery to give a warm welcome to each child on arrival. Parents/carers are requested to pass the care of their child to their child's keyworker, or buddy.

The keyworker/buddy will ensure that parents/carers are asked if there is any information the nursery needs to be aware of relating to the child since their last attendance. E.g. medication, accidents at home, individual development/achievements, changes to individual routine

The keyworker/buddy receiving the child immediately records the child's arrival on the daily EyLog attendance register.

When parents first start they will be issued with a QR code sticker which they will be required to use on our Sign in App, (located by the front door) each time they enter and leave the nursery

The child's key person or buddy 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 them personally. The medication policy is to be followed regarding parental signature.

On departure, the keyworker/buddy releasing the child must complete the EyLog register immediately to show that the child has left the premises. Parents/carers will be informed and reminded not to allow any other person onto the premises when dropping off or collecting, this is to ensure the safety at all times.

Collection of children

All children must be collected by their parents/carer at all times. If parents/carers are unable to collect their child/ren for any reason, they must inform the nursery as to who will be collecting their child/ren, along with a description, or a photo of this person due to collect, they are also requested to bring with them some form of identification. Parents/carers are also required to give the person collecting their child their password.



A monthly password will also be issued to parents, that will need to be passed onto any person collecting their child. This password will need to be given to security when entering the college building.

If a parent/carer fails to inform the nursery that somebody else will be collecting their child/ren, then the nursery will endeavour to contact the parent and gain their permission before the child is released into their care.

We do not allow anyone under the age of 18 to collect unless we have prior written permission. If anyone under the age of 18 arrives to collect child, the parent/carer will be contacted.

If for any reason you are going to be late collecting your child, please inform the nursery as soon as possible. If your child has not been collected by 5.30pm, a late collection payment will be charged at £2.50 for every 5 minutes thereafter.

UNDER NO CIRCUMSTANCES WILL A CHILD BE RELEASED FROM THE CARE OF THE NURSERY TO ANYBODY WHO HAS NOT GOT PRIOR PERMISSION FROM PARENTS/CARERS

A failure of a parent/carer to collect child

Staff on late shifts will ensure they have easy access to children's confidential records.

Children must always have at least two emergency contacts on the registration form.

If a child is not collected the staff must endeavour to contact the parent/carers via his/her tutor or mobile number if applicable.

AFTER A MAXIMUM OF 30 MINUTES TRYING TO CONTACT PARENTS STAFF MUST THEN CONTINUE WITH THE PROCEDURES BELOW

- 1) The given emergency contact must be called and line manager/college duty manager informed.
- 2) A child may be released to them with the agreement of the line/college duty manager on production of ID and password.
- 3) Security must be informed to notify the parent/carers should they arrive late.

A record of events must be logged

Failure to contact a 2nd or 3rd contact, staff must contact college nursery manager/college duty manager/Safeguarding officer/safety officer and security to contact police and social services.