



# Arrivals and Departures

EYFS:3.7, 3.62

At **Little People at the Limes** we give a warm welcome to every child and family on their arrival.

Parents are requested to pass the care of their child to a specific member of staff who will ensure his/her safety (this is usually a child's key person). The staff member receiving the child immediately records his/her arrival in the daily attendance register. 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 medication procedure is followed.

If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. Parental communication to both room leader/manager on duty and recorded on signing in sheet as well as password are also required.

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, the staff member releasing the child must mark the child register immediately marked to show that the child has left the premises.

## **Adults arriving under the influence of alcohol or drugs**

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 e.g. in the visitors' book. Please refer to supervision of visitors policy for further information.

## **Coronavirus Update**

- Asking families to have one designated adult to carry out the drop off and collection of their child to minimise the number of adults in the setting. We will work together with you to ensure your child can be welcomed and settled by a familiar adult. This may involve having a safe space where key children are dropped off/collected around the same time and then transferred to their base room together

- Key staff will have registers, so attendance can be marked immediately on entry
- Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child
- All parent/carers are asked to follow safe social distancing when dropping and collecting children.
- There may be some changes to where you drop off your child, for example the door directly outside your child's base room. These instructions will be clearly communicated to you in writing and safety will be maintained.

Further information will be communicated to all parents in the usual ways prior to the start date.

We will also continue to keep you up to date as government guidelines change and we review our practice.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>04/08/2020</i>	<i>Jane Priest</i>	<i>04/08/2021</i>