

Arrival and Departure Procedure

AIM

To provide a system for registering children, parents/carers, staff and visitors and monitor their attendance on a daily basis.

- Register is taken on arrival, recording the name of the child, staff name, day and date, session time and departure time
- The register is locked in the cupboard at the end of the session
- The register is taken on outings and kept in a zipped bag with the designated member of staff at all times, the consent forms from parents with emergency contact details is all kept with the register
- If a child is being collected by someone other than their parent/carer a collection form will be filled in with the name and contact number of the person collecting
- If the person hasn't collected before a password will be given prior to arrival
- Registration forms are completed for each child with details of:
 1. Child's name and date of birth
 2. Parent/carers names emergency contact numbers
 3. Doctors name and number
 4. Any allergies or medical conditions the child may have
 5. Religious/cultural status

Refer to Registration Form for full information

- A registration form must be completed prior to your child starting. A reminder will be sent every September to ask parents if their contact details have changed.
- A separate 'all about me' form will be completed by the parents/careers to show the child's likes and dislikes
- Staff children and students attending are recorded in the register
- There are two whiteboards in the main rooms and the member of staff filling out the register will then fill out the number of children in each room, the total number of children in the building and the total number of staff. This amended with earlybird drop off and the different leaving times.
- All visitors are recorded in the visitors book including arrival, departure times, job title, the reason for the visit, staff initials who checked the identity of the visitor
- The registration file is kept in the locked cupboard
- On arrival and departure the main door is monitored by a member of staff. If the member of staff moves away from the door, the door will be locked
- The main door has a double lock and there is a notice displaying clearly if anyone leaving the building unlocks the door they must inform a member of staff
- See non-collection of child policy
- Refer to Non-Attendance policy/Child Protection and Safeguarding Policy