

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

Every child has a registration form and the paper copy is kept in a centralised folder of the age group of the child eg. Hedgehogs / Badgers.

Registration forms are also kept online in each child's Tapestry journal.

The days and hours (start time and finish time) a child attends nursery is kept on a centralised spreadsheet, on their Tapestry journal and a paper copy is kept in separate register folders for each room eg. Hedgehogs / Badgers.

All paper copies are locked away at the end of each day in the kitchen cupboard. The paper copy of the register would be used if the internet wasn't working.

Registration forms are completed for each child with details of:

Child's name and date of birth

Parent/carers names emergency contact numbers

Doctors name and number

Any allergies or medical conditions the child may have

Religious/cultural status

Refer to Registration Form for full information

A registration form must be completed prior to a child starting. A reminder will be sent every September to ask parents if their contact details have changed.

Staff children and students attending are recorded in the register.

Outings

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.

Collection

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.

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 is amended with earlybird drop off and the different leaving times.



Visitors

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 if it is a professional attending the setting.

Hedgehogs Arrival and Departure

The children and parents/carers in the younger room (Hedgehogs) enter the nursery via the external gates to the side of the front of the nursery building (coded padlock, unlocked and locked by staff at the beginning and end of the session) and then via the gated undercover outdoor area and then into the room. Parents are encouraged to say goodbye at the undercover area gate. This has helped all children settle as there isn't any disruption in the nursery room with parents/carers coming and going. Children are collected from the same area. This drop off and pick up allows all parents/carers to talk to the team should they need to share anything with them.

Badgers Arrival and Departure

The children in the pre-school room (Badgers) enter the nursery via the main front door which is monitored by a member of the team. All team members have a turn at the door so there is an opportunity for them all to build up a relationship with all the parents/carers. We encourage parents to say goodbye by the front door. This system is to help children prepare for school and it also encourages independence as children then put away their lunch, snack, drink, bag and coat. At pick up parents enter the external gates to the side of the front of the nursery building (coded padlock, unlocked and locked by staff at the beginning and end of the session) and then into the Badger room, there is full wheelchair access and a ramp at the front of the nursery for easy accessibility. Parents/carers then have an opportunity to speak to the team at the end of the day as well.

The main door is double locked and the nursery gate has a coded padlock which means no key is required should the nursery need to be evacuated outside of the nursery premises.

Addendum

During a pandemic, we will follow the procedures set out in the Coronavirus Policy, these actions supersede previous actions.

