

ARRIVALS AND COLLECTIONS

ARRIVALS

Children are always greeted by familiar staff members who ensure they are being received into the nursery by a familiar and trusted adult.

The staff who greets the children marks them in on the register and notes the time they arrive.

The staff member then greets the parent and makes the most of this time to hear any information the parent needs to share.

At this point, any required consent forms are signed e.g. outings, medication etc.

If the staff member receiving the child is not the key person, they hand over any information shared by the parent to the key person when she/he arrives.

It is helpful to write any information on the day sheets to make sure it is not accidentally forgotten.

Practitioners must at all times ensure they complete all relevant checks prior to releasing any children. In the absence of the named guardian any other named adult must be 18 or over. Practitioners must receive authorisation from the parents prior to releasing children. Parents are asked on admissions for passwords if any other adult collects with parents' permission who is over 18, then all practitioner must ask for the correct password and a phone call to parents is made only if authorisation is received will the child be released.