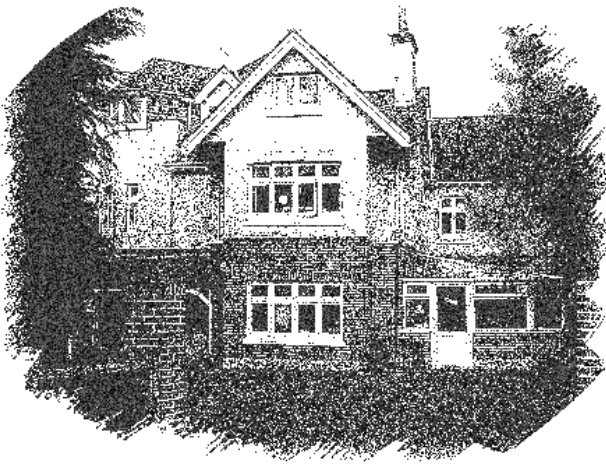




QUEENS PARK MONTESSORI DAY NURSERY

**155 Richmond Park Road
Bournemouth
Dorset
BH8 8UA**

Telephone: (01202) 523293

Proprietor: Mrs Alison Toms

Ofsted Reg: EY242933

ARRIVALS AND DEPARTURES POLICY

At Queens Park Montessori Day Nursery we give a warm welcome to every child and family on their arrival and departure, as well as ensuring the safety of children, parents/carers, visitors, employees, volunteers and students.

On arrival parents pass the care of their child to a member of staff who will sign the child in and assist with removing shoes and coat and putting on slippers. The child is then directed to wash their hands.

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. A password is required for the designated adult. Parents are informed about these arrangements and reminded about them regularly. Other than the parent/s or legal guardian of the child, we do not allow anyone under the age of 18 to collect. If anyone under the age of 18 arrives to collect a child, the parent/carer will be contacted.

The child's key worker 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, in addition to what may already be shared via electronic systems, 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 and non-collection of children policy).

On departure, a member of staff must state the time of leaving the nursery and sign the sheet.

In order to ensure safety at all times, parents and carers will be regularly informed and reminded not to allow any other person onto the premises when dropping off or collecting their child. In the unlikely event that someone gains unauthorised access to the premises and if it feels safe to do so, a member of staff will ask the person what the purpose of their visit is. If needed our lockdown procedure will be initiated by staff and the police will be called (refer to lockdown procedure). In any cases where someone has gained unauthorised access to the premises we will revisit our arrivals and departures procedures and risk assessment.

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 in the visitors' book. If the visitor is a prospective parent their details are recorded in the diary (name and phone number), and due to constant supervision there is no need to sign in the visitors book. Please refer to supervision of visitors policy for further information.

Staff, Students and Volunteers

Staff, students and volunteers are responsible for ensuring they sign themselves in and out of the building, including if they leave the building at lunchtime.

This policy was adopted on:

Signed on behalf of the nursery:

Date for review: