



## **Arrivals and departures**

**At Stretton Lodge, we give a warm welcome to every child and family on their arrival.**

### **Covid – 19 amendment-**

**Day nursery children should be brought to main reception area. Parents should ring the doorbell and a member of staff will come out to collect their child. This will be the same procedure for collection.**

**Nursery and pre-school children parents should make their way towards their child's room and a member of staff will come out to meet them.**

**Parents will be asked to be mindful of social distancing and remain 2 meters away from staff and other parents. Parents are asked to limit the need for face to face interactions and use Tapestry, email or telephone to pass on information.**

**Parents must communicate any important information such as medication needs prior to the start of the child's session to allow staff to prepare forms in advance to be signed on arrival.**

**Staff will sign children in and out of the setting.**

### **Day Nursery**

#### **Arrival**

- On arrival to parents will enter through our reception and sign in.
- They will then 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).



## **Arrivals and departures**

- The staff member receiving the child will also record 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 a child has received an injury at home it is important that the parent reports this on arrival and completes an Incident Record Form. Any injury noticed by staff but not reported by a parent upon arrival will be investigated immediately.
- If the child is to be collected by someone (designated adult) who is not the parent at the end of the session, there is an agreed procedure that must be followed.
- To identify the designated adult an agreed password must be given.
- Parents are informed about these arrangements and reminded about them regularly.

### **Departure**

- 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.



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- We 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 us about the arrangements as soon as possible.
- If in any doubt we 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 attendance register immediately to show that the child has left the premises and parents must sign out in reception.

### **Pre-school and Nursery**

#### **Arrival**

- On arrival parents will enter through the wooden gate and take their child to the appropriate room.
- Each room has a key pad on and a door bell. Parents will have to ring the door bell and wait for a member of staff to open the door.
- It is the parent's responsibility to inform the key person or member of staff of any information which they will need to know that may affect their child during their time in the setting, such as medications or illness. They must also inform us of who is collecting.
- If a child has received an injury at home it is important that the parent reports this on arrival and completes an Incident Record Form. Any injury noticed by staff but not reported by a parent upon arrival will be investigated immediately.



## **Arrivals and departures**

### **Departure**

- At the end of the session parents/carers will collect from the room. They will be admitted by a member of staff who will follow the same procedure as Day Nursery if someone collects who is not known to staff.
- Staff will provide feedback on anything that the parent needs to know for that day
- Parents must sign the child out on the register.

**We will not release a child to an adult that we suspect is under the influence of alcohol or drugs**

### **Arrivals and departures of visitors**

For arrivals and departures of visitors we require appropriate records to be completed on entry and exit e.g. in the visitors' book.