

CHESTNUT HOUSE DAY NURSERY

ARRIVAL AND DEPARTURE POLICY

The arrival and departure of children to Chestnut House Day Nursery is an ideal time to discuss the child's day with the parent so that they feel involved with the nursery and also so that the relationship between nursery staff and parents is well developed. This is extremely important and obviously advantageous to the children in our care.

Special care and attention is given to new parents and children, whilst they settle in and become familiar with the nursery and staff. They are made aware of where their child's coat peg/basket is situated, where relevant notices and information can be found and who they can talk to regarding any queries or concerns. For new parents it is important that extra time be given to discuss any feelings or fears they may have.

- Written on the child's registration form and then signed by the parents is a section specifying who will usually collect the child. On no occasion do we allow a child to be taken from the nursery by a stranger. If alternative arrangements have been made for a child's collection, then staff must be made aware of this change, or check by contacting the parent before allowing the child to leave the premises.
- A child's arrival and departure is recorded by writing the relevant times, next to their name in the register.
- A 'visitors' book is kept in the office on the windowsill and is filled out accordingly.
- The arrival and departure of the staff is recorded on a time sheet, located on the office whiteboard and is filled in by the individual staff members.
- In the event of the parent or carer not collecting the child, the child's contact telephone numbers will be used. If no contact can be made using these numbers, the emergency ones will be used next: these are found on the child's registration form. The nursery

closes at 6pm, if by 7pm we are still unable to locate a parent or carer, we can contact the Social Care Access Team 01244 973400.

Links to EVERY CHILD MATTERS...

- Protecting children from harm or neglect and helping them stay safe.
- Organisation