



Arrival and Departure Policy

Arrival procedure for each session

Initial Arrival at Nursery session

The class is ready for our children's arrival at 9.15am and 1.15pm. The garden door is closed. A designated member of staff will open the main gate using a key that is hung up beyond child access. They will remain by the main door until all carers have left the premises. Each child and their carer is greeted by name. Another designated member of staff is ready to accept Lunch Club food bags and money. Each child is registered in the Lunch Club book. The Manager or Deputy Manager is available in the hall. She also greets the children and carers and is visibly available for parents/carers who need to speak to her. In the hall the members of staff greet children and carers on arrival and to ensure no child goes back out.

Main Hall

As children enter the hall they self-register by selecting their laminated name from a board. A member of staff is in attendance to assist any child. Each child 'posts' their laminated name into the registration box. They then go to their named chair and change their shoes and take off outer clothing. When all children are present and carers gone, we count together how many children there are. A white board has the date and number of children present that session. The register is completed by a designated member of staff marking the children present or absent. Late arrivals and early departures are logged in the register. When all parents/carers have vacated the premises the main gate is locked by the designated person and the key hung back up.

Departure procedure for each session

When the class has finished its session and the children are sitting on their named chairs, the designated staff member will check with the Room Leader that the class is ready. Before opening the main door she will ensure that the garden door is closed. The main door will be opened and each parent/carers that has come to collect a child is greeted. All staff endeavour to say goodbye to each child and carer. The person at the main door will also ensure that each child is with their parent/carers and bid them farewell. The Manager or Deputy Manager will also be available in the hall should any parent/carers wish to speak to her. When all children have left with their parent/carers (with the exception of children attending Lunch Club) the designated person locks the main gate and hangs the key back on the hook.