81. Arrivals and Departures Policy

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| EYFS:3.7, 3.62 |

At Guildford Montessori Nursery School, The Spike and Guildford Montessori Nursery School, All Saints we give a warm welcome to every child and family on their arrival.

The staff member at the entrance door immediately records child’s arrival in the daily attendance register. The staff member also records any specific information provided by the parents.

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 also required where possible for the designated adult. Parents are informed about these arrangements and reminded about them regularly.

The manager 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.

The nursery school 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 staff 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 child register immediately marked to show that the child has left the premises.

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 school requires appropriate records to be completed on entry and exit e.g. in the visitors’ book. Please refer to supervision of visitors policy for further information.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| 9th September 2019 |  | August 2020 |