



## Arrival and Departure of Children Policy

At **Magic Years nursery** we operate a 8.00am – 6.00pm schedule.

At **Magic Years Nursery** we give a warm welcome to every child and family on their arrival and departure, as well as ensuring the safety of children, parent/carers, visitors, employees, volunteers and students.

It is a policy of Magic Years Nursery to give a warm welcome to each child on their arrival to the nursery.

On arrival at the nursery you will be expected to hand over your child to a member of staff. You are required to sign your child in, and put the time of arrival. When you collect your child, you will then have to sign your child out and indicate the time. It is very important that each and every parent sign in/out as this is a safeguarding issue, for example; in a case of an emergency, each and every child would be accounted for.

Parent are required to inform the staff members of any information relevant to their child's well-being and also if there are any specific instructions for that day.

The nursery staff must be informed if anyone other than the parent/carer or the persons mentioned as authorised to collect your child changes. You would then need to give the nursery a password which you would have issued to the person collecting the child and if the child is being collected after the session's closing time, you will incur a charge.

The following procedures set out action to be taken at the time and subsequently. The Nursery closes promptly each day at 6.p.m. and parents and other responsible adult should be on the premises by this time.

When completing the induction formalities, staff will discuss with parents the importance of being on time, and the importance of contacting the nursery if there are any problems with transport, etc.

If the parent or other responsible adult listed on the registration form are unable to collect the child, the parent should give details to the staff of the person who will be collecting their child. This must include their name, physical descriptions and any other information staff or parent may deem appropriate or a password which then be shared with the staff on duty, password is provided by parent on completion of application form.

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 policy).

If your child is not collected on time, our legal liability relating to the staff/child ratio will be infringed as two members of staff must remain at the nursery until the last child has been collected.

Any parent/carer who is late in collecting their child will have to pay a charge which helps to cover the additional staffing costs incurred for this reason. If you have made no contact with the Nursery within 30 minutes after closing time, the manager or senior member of staff will contact **Newham Social Services**.

#### **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 e.g. 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 on breaks and lunchtimes.

Last Updated/Reviewed	Name and Signature
1 <sup>st</sup> September 2021	Laura Sava
Sept 2022	