

## **ARRIVALS AND DEPARTURES**

- On arrival at nursery parents/carers will be given a warm welcome.
- Parents must drop off at their rooms designated door. PS side gate, First Steps front door and Early Years side door.
- Children's time of arrival & departure will be logged in the attendance register in their appropriate room; this will be kept in the room.
- Any information re change of pick up must be written on the appropriate register.
- On arrival if parent informs staff member that their child is on medication they must complete on a medicine form by a qualified and first aid trained member of staff before they leave.
- If any noticeable injuries are seen on arrival at nursery a Noticeable injury form must be completed.
- Children will immediately wash their hands on entry into the setting.
- No child is to be handed over to anyone other than the parent/carer who is not equipped with the child's password. If the collector does not have the password parents will be contacted for verification.
- Note medicines are to be handed over to parent/carer at departure personally with form detailing when medication administered in day and when to be administered next.
- If a child has been involved in any incidents during the day an accident form must be signed stating the accident/incident, action taken and acknowledging that they have been informed.