

ARRIVAL AND DEPARTURE OF CHILDREN TO THE NURSERY

1. Two members of staff should be ready to greet the children as they arrive.
2. Children and parents should always be greeted in a cheerful and pleasant manner.
3. As the children arrive one member of staff should take the child/children to their appropriate rooms or to the playground.
4. All parents especially those of babies and of new children should, be encouraged to accompany their child into the nursery to help to settle them. They should be shown to the appropriate room and introduced to the member of staff there.
5. As each child arrives or leaves the nursery he/she must be registered with the time to the nearest half hour, on the arrival/departure sheet, which must be kept close to the nursery entrance.
6. Messages given by parents to a member of staff should be noted on the white board and brought to the attention of the nursery manager
7. Discretion must be used regarding personal or confidential information.
8. The opportunity for privacy must be given to parents if necessary.
9. Receipts should be given for any cash taken, with the exception of dinner money, which should be recorded in the lunch book.
10. On leaving the nursery, again parents should be greeted cheerfully.
11. Check the going home file for letters, pieces of work and the child's Home/School book. Ensure each child remembers to take his/her coat, hat, lunch box and any other items they may have brought to school
12. Remember to record the time on the arrival/departure sheet as the child leaves.
13. Children may only be collected by their own parents or guardian or a named person. If permission has been given for a child to be collected by another person unknown to nursery staff then the child's password must be asked for and a collection form must be completed and signed.
NEVER GIVE A CHILD TO A PERSON YOU DO NOT KNOW WITHOUT THE APPROPRIATE CHECKS.
14. Do not allow a child to leave with an older brother or sister. If Mum or Dad are waiting in the car outside, take the child your self to the parent and inform them politely that it is not our policy to allow a child to leave with another child.

15. The door to the nursery must be kept locked at all times
NEVER LEAVE IT UNATTENDED EVEN FOR A MOMENT