



## ARRIVAL AND DEPARTURE POLICY

### Arrival

St. Peter's Nursery session begins at 9.00am. On arrival one member of staff (usually Head of Nursery) will be on duty in the reception area to greet the children and their parents/carers. The child's time of arrival will be logged on the register and a written record will be taken of any alternative collection arrangements for that day (this log will be kept with the register). This allows for the member of staff on the door to discuss with the parent/carer the name of the person collecting the child on their behalf, a brief description of that person or the alternative collection time. The register and collection record are kept in the large hall on Monday, Wednesday and Friday and the small hall on Tuesday and Thursday, to ensure that these records are only accessible to staff members.

Once the majority of the children have arrived, a head count will be completed to ensure that the number of children registered tallies with children in the hall, this head count and change of number on the register will be updated until all the children have arrived for that day.

At no point are the children allowed to open the hall doors themselves. The doors in both halls have a high level latch fitted which remains in place during the session. There are door buzzers on the outside of both sets of doors to allow staff to make their presence known, so that other staff members can open the doors for them to enter, or for visitors to the Nursery to alert staff of their arrival.

### Departure

The session finishes at 12.00 noon. The children are released from the large hall on Monday, Wednesday and Friday and from the small hall Tuesday and Thursday. At departure time one member of staff is positioned on the main door leading outside the building to ensure that no children can leave the premises without a parent/carer. The reception area can become quite busy at departure time so it is essential that a member of staff supervises everyone as they leave the building.

Another member of staff is positioned on the exit door to either the large or small hall. This member of staff will call the children's names once their parent/carer has arrived to collect them, children will be called in two's and no other children will be called until the member of staff is sure that the children are with their collector. The time the children depart will be logged on the register.

### Visitors

A visitor's book is located on the registration table in the main entrance hall. Visitors are asked to sign the book with their name, organisation, company or link to child (i.e.: parent/carer) and time of arrival and time of departure before leaving the premises. The member of staff that greeted the visitor will initial the visitor's book to verify that the identity of the visitor has been checked.

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This policy was reviewed and agreed at a meeting of the St Peter's Nursery School Management Committee held on

Signed on behalf of the Management Committee by Mark Warren, Chair of the Management Committee



04 - MARCH - 2015