

Arrival and departure of children

Staff must ensure that they sign all children in on arrival and out on departure to and from the setting on a daily basis. Each room has their own register which lists all children and the sessions they attend.

When on school grounds access to the nursery is via a security gate. Visitors should press the call button to speak to a member of staff in the nursery.

Staff will need to take into account the need to meet and greet all children, parents and carers in the mornings. It is very important that relevant information is passed on to the appropriate person. When children are collected, diaries and other information must be relayed back to parents and carers.

If any child is to be collected by anyone other than the parent/carer or familiar person listed on the registration form then they must know the child's password before they are allowed entrance into the nursery and must state which child they are collecting. This password is kept on the child's registration form kept in a locked cabinet in the office.

The gate leading up to the nursery is not accessible to parents/carers before 8.00am and as such you will not be let in until that time. When parents have attended a few sessions they will be given a code to allow them to have access through the gate again only after 8.00am.

Staff will explain to any parents/carers of children who attend a 7.30am session the best way to access the school and nursery.

<i>Signature Assessor</i>	<i>Date</i>	<i>Countersignature Designation</i>	<i>Date</i>
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