



## KINGSWAY PLAYGROUP & PRE-SCHOOL CENTRE

# ARRIVALS AND DEPARTURES

At Kingsway Playgroup & Pre-School Centre we give a warm welcome to every child and family on their arrival.

Each session, a staff member will monitor the door and welcome children and parents/carers when arriving.

All parents/carers must sign their child/ren in the arrivals and departure book, also entering the time they arrived.

The register is to be taken. The register indicates the session times and how many staff/children are in the building.

It is the parent's responsibility to inform staff if a different person is collecting their child that day. This should be recorded in the change of collection book. This procedure is necessary for the safety of the child and avoids the need for phone calls later.

The staff member who is monitoring the door must plan the departure of the child. This should include opportunities to discuss the child's day with the parent, e.g. meals, sleep time, activities, interests, progress and friendships. The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent before departure. Where applicable, all medicines should be recovered from the medicine box/fridge after the parent has arrived and handed to him/her personally. The medication policy is to be followed regarding parental signature.

The playgroup 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 playgroup 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).

On departure, parents/carers must sign their child out recording the departure time.

### **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 playgroup requires appropriate records to be completed on entry and exit e.g. in the visitors' book.