

ARRIVAL AND DEPARTURE PROCEDURE - HENLOW

ARRIVAL

1. Staff members sign themselves in
2. Parents are met at the front door and let into nursery by staff member
3. Meet and greet parents and children with a warm and friendly welcome
4. Children are signed in with time of arrival and name of parent / carer dropping off
5. Parent / carers escorted to the main door for departure

DEPARTURE

6. Parents are met at front door and let into nursery by staff member
7. Parents are given handover by staff member
8. Children are signed out with time of departure and name of parent / carers picking up and signed out by staff member
9. Parent /carers are escorted to the main door for departure
10. Full time staff will ensure the closing down checks are completed and whole building is securely locked, lights are off and windows are firmly shut
11. Staff members sign themselves out

All tasks in this procedure must be completed and signed off

REVIEWING THE POLICY

The Policy will be reviewed every year unless a change in legislation necessitates a shorter review period or there are changes in the activities or personnel of the Provision that require changes to be made.

Adapted by: Jane Laycock

Date: January 2019

Signed by:

Review date: January 2020