**Arrival and** **Departure Policy**

Arrival

* We aim to give a warm welcome to each child and their parent/carer on arrival.
* Each child should be handed over to their key person or one of the managers.
* Parents/carers requests the child to be given medication during the day the staff member must ensure that the medication consent procedure is followed.
* Parent/carers should make staff aware of any specific needs, alternate contact details or change to pick up arrangements before leaving nursery.

Departure

* Under no circumstances will a child be allowed to depart from the premises unless it is with a previously identified person.
* At the end of the nursery day, children should be collected promptly.
* All medication should be handed over personally and the medication form must be signed.
* No child should be handed over to anyone other than the known parent or carer unless an agreement has been made at the time of arrival.
* Bumble Bees use a password system in the event an unauthorised person collects a child/ren from nursery.

Policy Updated July 2024