

## **ARRIVALS AND DEPARTURE**

Children arrive at Birchwood Day Nursery no earlier than 7:30am and must be collected by 6.00pm, the opening times for the nursery and the only times in which the setting is insured.

If a child is collected late then a fee of £5.00 per 5 minutes is requested.

Parents must advise staff if someone other than themselves will be collecting their child, the named person must be aware of the password, if not then the child will not be allowed to leave the premises until the manager or deputy has contacted the parent/guardian to confirm this.

Registers must be recorded accurately and the parent or carer should sign the child in or out. The presence of each child must be recorded as soon as he/she arrives and departs.

The staff have a register which they should sign themselves in and out during their hours of work, this is in case of a fire and to ensure ratios are met within the setting.

Date: 2015

Review: 2016