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**St Albert’s Catholic Primary School EYFS**

**Arrivals and departures**

**Arrivals and departures of children**

It is the policy of the nursery to give a warm welcome to each child on their arrival.

The front door will be kept locked at all times. A member of staff will open the door to visitors throughout the day to ensure the nursery building remains secure at all times.

The child’s arrival will immediately be recorded on the daily register and the parent/carer will be asked to sign their child in (with the arrival time) in signing in book. Any specific information provided by the parents should be recorded.

If the parent requests the child to be given medicine during the day the staff member must ensure that the medication procedure is followed.

All children have contracted hours of attendance, if parents require extra hours then we request that these are booked one week in advance (subject to availability). Please discuss with the nursery if you need to change your contracted hours.

The planned departure of the child should be anticipated by the key person in the group. All medicines should be recovered from the medicine box/fridge only when the parent has arrived and should be handed to him/her personally. The medication policy is to be followed here with regards to receiving a parental signature, the child register must be immediately marked to show that the child has left the premises

The nursery will only release your child from our care to adults who have permission to collect them. We will, therefore, need you to provide us with a list of people authorised to collect. It would be helpful, if they are not known to us, to include a description or a photograph for us to keep on file. In the event of an emergency, we can operate a password system where you can send someone not authorised to collect your child but who is able to give the password. Please discuss with us if you would like to use this system.

It is important that you arrive at the contracted time to collect your child. Even very young children learn our routine and know when their parents are due. They can become distressed if you are late. We know sometimes delays are unavoidable, especially if you are relying on public transport. If you are delayed, for whatever reason please contact the nursery and let us know when you expect to arrive. We will normally be able to accommodate the additional care. We will reassure your child that you are on the way and if necessary organise additional activities and a meal.

In the instance of a child not being collected from the nursery after a reasonable amount of time [½ hour] has been allowed for lateness, our non collection procedure (see policy) will be initiated by staff.

The nursery reserves the right to make an additional charge for late collection.

**Adults arriving under the influence of alcohol or drugs**

The nursery’s prime focus is the care and safety of the children it cares for. All procedures are written with this in mind.

If an adult arrives to collect a child, whether this is the parent/carer or another designated adult (see above procedure), and they are deemed to be under the influence of alcohol or drugs, the senior member of management on duty will assess whether the child’s safety and welfare may be impacted if released into this person’s care.

Signed: *R. Henderson*

Date: September 2014

The decision will be discussed with the adult and where required an additional named adult will be contacted to collect the child or this will be referred to the duty social care worker if this is not possible. During this time the child will be cared for by another member of staff so they are able to remain calm and engaged in play.

Where an adult is deemed unsuitable to drive due to suspected alcohol or drugs consumption, and may endanger themselves and others if they do, the nursery will intervene and endeavour to prevent this individual from getting back into the vehicle. The nursery reserves the right to also report such matters to the police and, in the case of any employees, reserves the right to take disciplinary action as may be appropriate.

**Arrivals and departures of visitors**

For arrivals and departures of visitors the appropriate records must be completed on entry and exit e.g. in the visitors book. Please refer to Supervision of visitors policy