



Bumble Bees Day Nursery & pre-School



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.
- Bumble Bees do not accept children who arrive to nursery asleep and will need to be woken/roused by parent/carer.
- Injuries obtained outside of nursery hours will need to be documented on an existing injuries form.

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.
- We will not permit a child to leave the premises with a parent or carer if we believe they are under the influence of alcohol or illicit drugs. In such circumstances, our Safeguarding Policy will be followed to ensure the child's safety and wellbeing.