



## Admissions and Departures

### Arrivals:

- On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time of registration.
- The EYFS states that records of daily registers need to be kept for at least three years from the last entry as a minimum (providers are required to show these documents during the next Ofsted inspection).
- If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the Administering Medication Form.

### Departures:

- If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session.
- The person nominated to collect a child must be one of those named on the Registration Form or in writing/verbally from the parent.
- Only nominated persons will be authorised to collect children.
- Siblings are not allowed to collect children, unless over 16 years of age.
- Identification or the password will need to be provided, if the person nominated is unknown to the Nursery/staff.
- No child will be allowed to leave the Nursery unaccompanied.
- No adult other than those named on the Registration Form will be allowed to leave the Nursery/Club with a child.
- In the event that someone else should arrive without prior knowledge, the Nursery/Club will telephone the parent/carer immediately.
- If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

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| This policy was adopted by: <a href="#">St. John's Sunbeams Nursery</a> | Date: September <a href="#">2023</a> |
| To be reviewed: <a href="#">September 2024</a>                          | Signed: Emma Riley                   |