



St Tudy Pre-school

Arrivals and Departures

Our Pre School will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Admissions

It is the responsibility of the manager to ensure that an accurate record is kept of all children in the Pre School, and that any arrival or departure to and from the premises is recorded on the signing in sheet. The register will be kept in an accessible location on the premises at all times, also documented in the register are arrival and departure times (for exemptions to this rule, see the Visits and Outings policy). This process will be supplemented by completing registration twice a day and regular head counts during the session.

It is a requirement of the EYFS that records of daily registers be kept for at least three years from the last entry. (Providers are required to show these documents during the next Ofsted inspection.)

Arrivals

On arrival, parents/guardians/carers should immediately record their time of their arrival next to their child's name on the signing in sheet. Each member of staff will be required to sign in on the signing in sheet along with the clocking in machine. A member of staff will also record a child's attendance in the daily register.

If the parent/guardian/carer wants their child to be given prescription medicine issued by a doctor or dentist during the session by a member of staff, they must provide clear written instructions to our pre-school manager or their Key worker. Records must be kept when medicine is administered and parents/guardians/carers must also be informed of all administered times and measurements. Parents will be asked to complete a medication form. If the parent/guardian/carer advises of a pre-existing injury when dropping the child off this must be recorded on a pre-existing injury form including body map, completed by the practitioner and signed by both preschool representative completing the form and the parent.

Departures

If the child is to be collected by someone other than the parent/guardian/carer, this must be indicated to a member of staff and recorded at the start of the session on our pre-school signing in sheet as well. The adult nominated to collect a child must be one of those named on the Enrolment Form by the parent/guardian/carer. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children. Ensure they are aware of the selected password that is recorded in the enrolment form. This is stored in the managers office in the filing cabinet for daily access if required(using child's initials)

No adult other than those named on the Admissions Form will be allowed to leave the Pre-School with a child. In the event that someone else should arrive without prior knowledge, the pre-school will telephone the parent/guardian/carer immediately and password system will be used.

If the parent/guardian/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.

Upon departure, parent/guardian/carer or alternative nominated adult must record the time of departure on the signing in/out register to show that the child has left the premises.

Absences

If a child is going to be absent from a session, parents/guardians/carers must indicate this to the Pre-School in advance, at their earliest convenience. If after 15 minutes of their session start time they have not arrived, the manager or a member of staff will contact the parent to ascertain the reason for absence. Ensure this is reflected in the register and the conversation is then logged on a communication record sheet and filed in the rainbow file.

If a child is absent without explanation for more than three days concurrently, staff will contact the parents/guardians/carers to try to ascertain the reasons behind this.

Regular absences from our pre-school could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. The Pre-School and its staff will always try to discover the causes of prolonged and unexplained absences

This policy was adopted at a meeting of: St Tudy Pre-school

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory: Emma Sleeman

Role of Signatory: Chair, St Tudy Pre-school

Name of staff member / volunteer	Signature	Date
