



Arrivals and Departures

It is the Policy of Pegwell Bay Nursery to give a warm welcome to each child on arrival.

During drop off and collection, your child will be greeted at the gate. The external gate will be opened at 07.55 where you are welcome to wait in the entrance until your child is collected at 08.00.

During this time of the gate being opened the children will be kept inside the room until the gate is closed again. The wooden gate will also be bolted.

Parents/carers are requested to pass the care of their child to a member of staff who will ensure his/her safety, and that their attendance is recorded in the register.

The staff member receiving the child immediately records his/her arrival in the daily attendance register. Any specific information provided by the parents/carers will be recorded, and the senior member of the team notified.

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

If the child is not to be collected by the parent/carer at the end of the session, an agreed procedure will be followed to identify the nominated adult. This is usually in form of a password code.

At the end of the day/session any medication will be returned to the parent/carer personally.

Children will not be handed over to anyone other than the known parent/carer unless an agreement has been made at the time of arrival or prior arrangement has been made. On departure, the child register will be signed to show that the child has left the premises.

Parental responsibility means we do not need consent of the other parent for routine decisions, even if they also have parental responsibility. If it's a major decision both parents with responsibility must agree in writing. The only deviance to this is if there is a court order stating this.

To ensure we are in staff ratio to children, please can you drop off and collect your child at their agreed session times.

Staff are always happy to talk to parents. Parents are equally keen to talk about their child's day. This time needs to be limited as handover time. If parents/carers want to discuss their child more in depth. Please can an appointment be requested at a convenient time to both the staff and parent/carer. This will also respect your child's privacy.