

Howe Dell Day Care

Arrivals & Departures Policy

Policy adopted in August 2007, to be reviewed May 2026

Aim

Our staff will give a warm and friendly welcome to each Parent and child on their arrival and to ensure that they depart safely. Children have the right to feel safe and secure in their environment.

Parents (The term 'parent' implies any person or body with parental responsibility such as foster parent or carer)

Procedure

Day Care parents are allowed to park within the school car park when child is attending Day Care. Parents must arrive at Early Years entrance for drop off and collection of children, unless otherwise directed by staff or Facilities Team.

All children will be marked in and registered at the start of each session. All children must be signed in and out of the setting by an authorised adult and include recording the time children arrive and leave. Records of daily registers will be kept for at least three years.

Parents are required to record on their child's registration form the details of adults that are authorised to collect their child. Only adults aged over 18 years will be authorised to collect children. We may ask for proof of age for anyone who does not look over the age of 18. They must also have the password, otherwise the child will not be released into their care.

Parents collecting children from Howe Dell must be fit to do so. In circumstances where a parent is under the influence of alcohol or substances which affect their ability to care safely for the child, an alternative person for collecting the child will be called.

Parents must inform the staff if their child is going to be dropped off or collected by someone other than themselves. Parents must have informed Day Care of person picking up via telephone, email or a face-to-face conversation. Information must be given of person's full name of whom is dropping off or collecting child. Child's password must be given to the person collecting.

Staff will ensure that no adult other than those named on the registration form will be allowed to leave with a child. In the event that someone else arrives without prior knowledge, the Manager/Deputy or Assistant Deputy Managers will telephone the parent/carer immediately.

If a Parent is going to be late to collect their child, they must phone to inform how late they are expected to be and what plans they have made to have the child collected. Parents, who are late will be charged a fee, please see Late Collection Policy.

Staff will ensure there are two members of staff on the premises with any child whose parent/carer is collecting late.

If a child is not attending a session, the parent must inform the setting in advance ideally by telephone, letter or email.

If a parent/carer wishes their child to be administrated medicine during the day, please follow the procedure in the Health, Illness and First Aid Policy.