



Arrival and Departure of Children Policy

This Policy document relates to the operation of:
GBNFC Group

Grendon & Billesley Nursery at Grendon Rd, B14 4RB
GBNFC Children's Centre - based at the Chinnbrook Centre
GBNFC Group at the Chinnbrook Centre B13 OET
Hollywood Pre-school Daycare - based at Hollywood J & I School B14 4TG

Date Agreed by the Management Board: July 2019

Review: July 2020

Signature: 

Arrival and Departure of children policy

The arrival of the children at the start of each session is very important. This can have an impact on the whole session for the child.

We will work with each individual family where possible to establish a settling routine for each child. This will be based on their previous experiences at being left in the care of others and will be regularly reviewed as they settle and develop.

Each child's key worker will discuss the child's individual needs with their parent/carer. Parents are welcome to stay until they are confident that their child is settled. We also invite parents to contact the setting throughout the day for an update if they are at all concerned.

We have established a routine for the children when they arrive — this helps them to settle and develop a sense of belonging.

On arrival parents will be greeted by a member of staff who will register the child on the daily register. Parents are then encouraged to support their child, if necessary, to find their coat peg (labelled with their name and photograph), hang up their coats.

Thereafter, children are encouraged to join in the activities by their key person. They can choose from a range of activities — these will include quiet activities such as sharing a book as well as games and arts and crafts.

Parents are encouraged to share information on their child during this time. For example if their child has had a bad night, went to bed late the previous night, or has been upset over an incident. This enables us to tailor the care we provide to meet your child's individual needs.

Collection/Departure policy

Grendon and Billesley Nursery and Family Centre will only release children into the care of individuals named by the parent/carer.

Except where there is reasonable reason, we must obtain password permission from parents where children are to be picked up by another adult.



We will only release your child from our care to adults who have permission to collect him or her. We will therefore need you to provide us with a list of people authorised to collect your child. It would be helpful, if they are not known to us, to include a description or a photograph for us to keep on file. It would also be helpful to know what your child calls the people, so that during the day we can prepare them for the arrival of their "Gran", "Grandad" or "Auntie".

It is important that you arrive at the contracted time to collect your child. Even very young children learn our routine and know when their parents are due. They can become distressed if you are late. We know sometimes delays are unavoidable, especially if you are relying on public transport. If you are delayed for whatever reason, please contact us and let us know when you expect to arrive. We will normally be able to accommodate the additional care; however, if we are unable to do so, we will contact other adults from the authorised list and arrange for them to collect your child. We will reassure your child that you are on the way and if necessary organise additional activities and a meal.

If we have not heard from you and you are very late we will try and make contact with you. We will also attempt to contact the emergency numbers provided. If we are unable to make contact with anyone we will inform Children Services and follow their advice. We reserve the right to make an additional charge for late collection.

Drop off and pick up from school

All children are dropped off and picked up to and from school with a qualified member of staff. They are walked around to Grendon Primary school. The staff member will wait until the children have gone into the school. The children will be picked up from the same point.

If you have any concerns regarding this policy please do not hesitate to contact us.



