



Arrivals and departures of children

Reviewed: June 2026

To be reviewed: June 2027

It is the policy of Little Learners to give a warm welcome to each child on their arrival.

A member of the Nursery team will be allocated to each door at the start and end of the session. Parents wishing to stay for an extended period e.g. stay and play sessions must sign in. Stay and play sessions must be entered via the main school reception where parents/carers can sign in for the duration of their stay. No adult will be allowed to enter the Nursery unless they are the known parent/carer of the child. Parents must inform staff if a different adult is dropping off or collecting their child.

If a parent/carer wishes to collect their child during the day, they must alert the Nursery by ringing the baby room or preschool room buzzer at the main gates.

Parents are requested to pass the care of their child to a specific member of staff who will ensure his/her safety (this is usually a child's key person). The staff member receiving the child immediately records his/her arrival in the daily attendance register. Any specific information provided by the parents will be recorded if appropriate.

On collection, parents/carers will receive daily feedback for their child/ren. For children in Bunnies and Tigers these records children sleeping, eating and toileting habits for the day. It will inform the parent of any pertinent information.

The staff

responsible for pre-school children will also be available at the end of the session

to share information about the children's learning and well being.

The planned departure of the child should be anticipated by the key person in the group. If the child is not to be collected by the parent/carer at the end of the session, an agreed procedure must be followed to identify the nominated adult e.g. a password and/or photo identification. Parents/carers must always inform staff if someone different is collecting their child.

No child will be handed over to anyone other than the known parent/carer unless an agreement has been made prior to the time of arrival. If in doubt, we will check the person's identity by ringing the child's parent/carer or their emergency contact number.

On departure, the child register (Family) will be immediately marked to show that the child has left the premises.

If a parent for whatever reason seems unfit to collect the child must not be allowed to leave the nursery premises and the designated safeguarding lead must be contacted immediately.

Parents must arrive at 5.50pm in order to receive full feedback. If a parent arrives at 6pm onwards the child will be in the late collection meeting point where the correct paperwork must be completed.