









**LADYBIRDS**  
**NURSERY**

## *Arrival and Departure*

### *Administration*

#### *Policy Statement*

At Ladybirds Nursery we have a policy for the arrival and departure of the children. This is to ensure that the transition from home to nursery runs smoothly and causes the least amount of disruption for children and parents.

-  To gain entry, visitors will need to ring the door bell and wait for a staff member to answer the door.
-  For parents to gain entry into the building, they must sign themselves in with their finger print on the finger print entry system.
-  Parents are asked not to allow anyone else to enter the building behind them. They are all made aware that each parents must sign in with their own finger print.
-  Parents, carers are asked to take their child to their room, making sure that the staff member is aware that your child has arrived.
-  Children will then be signed in on the register by the staff in the room at the beginning of the day.
-  When departing, staff will be available to speak to about what your child has been doing during the day. You will be given a diary sheet with all the information on that you will need.



The children are signed out on the register at the end of the day with the time of leaving.

Date Issued January 2016

Date to be Reviewed January 2017

Date to be Reviewed May 2017

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be Reviewed April 2020

Date Reviewed

The policy will be reviewed sooner than the review date should any new information be obtained.