



Arrivals and Departures Policy

Statement of Intent

The Oak Montessori will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Admissions

It is the responsibility of the Manager to ensure that an accurate record is kept of all children at The Oak Montessori, and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times (for exemptions to this rule, see the Visits and Outings policy). This process will be supplemented by regular head counts during the session.

Records of daily registers will be kept by The Oak Montessori for at least three years from the date of the last entry.

Arrivals

On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time.

Departures

Upon departure, the register will be marked to show that the child has left the premises. The time of departure will also be recorded. To ensure the safety of all children please be aware that there will not be time to enter into any parent discussions at collection. You are always welcome to arrange a meeting at a specified time with the nursery staff.

If a child is to be collected by someone other than the parent/carer, this must be indicated to the member of staff at the door and recorded in the diary at the front desk at the beginning of the session. The adult nominated to collect a child should be one of those named on the Emergency Contact Form, unless an email update has been sent to the Nursery Manager since completing the Emergency Contact Form. On occasions when parents or the nominated adults are unable to collect the child they must provide The Oak Montessori with details of the name, address and telephone number of the person who will be collecting their child. The Oak Montessori will agree with parents how to verify the identity of the person collecting their child with a password. Only adults with suitable identification will be authorised to collect a child.



Late Collection

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed as soon as possible. Beyond a period of 5 minutes there is an extra charge of £1 per minute. If the designated adult is late in picking up their child without prior warning, the provisions of the Lost or Uncollected Child policy will be activated.

Absences

Unplanned Absence

If a child is going to be absent from a session, parents must indicate this to The Oak Montessori by 9am by email.

If a child is absent without explanation, staff will contact the parents/carers to try to ascertain the reasons behind this.

Planned Absence

If the parent/carer wishes to organise a holiday during term time, we ask that is communicated in advance to The Oak Montessori.

Policy Written in June 2019
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Review Date: July 2020
Charlotte Wheeler