

Fairytales

Day Nursery



Collection and pick up

Collection

Nursery closes at 6pm Monday to Friday.

When registering a child there will be parents name and contact numbers and an emergency name and contact number. It is the parents' responsibility to notify the setting of non-collection.

As soon as the child is with the adult collecting them they become their responsibility. If any children remain at nursery at 6:15 pm without prior explanation we will take the following action:-

- 6:15 call child's immediate family, Parent/guardian
- If no answer call the child's person to be contacted in an emergency number.
- If no answer from either numbers the proprietors (appointed person) will be informed and will arrive at nursery as soon as possible. Two members of staff will be expected to stay with the proprietors until the child is collected.
- A second call to the parents/Guardians will be made at approximately 6:45pm.
- If no one has been contacted and children still remain at nursery the appointed person will then call social services to explain the situation and for further steps. The number is
- The person in charge will make a note of the incident to ensure that there is not a pattern forming.
- Parents will be made aware of this policy either on the first session or written within the brochure.

No children will be left alone at any time.

Parents who wish a different family or friends to pick their child up from nursery must:

- Inform the nursery that this will be happening on which date and approximate time
- Bring a photo of the person we will be seeing or a password, which can be given to a staff member at the main entrance.

Children will not be allowed from nursery without the above information from parents and anyone unseen with out a photo or password.

Students, Volunteers, visitors and strangers

Any person coming to the setting except parents and staff i.e. inspectors, engineers **MUST** show their name badges with photo identification at the entrance door and sign the visitors book on arrival and when they leave.

Students and volunteers will wear a name badge all the time at nursery along with a tabard also their photo will be displayed on the students' board.

Staff members

Each day all staff members sign in and out of the setting using the electronic clocking card.

Children

Each child is signed in and out every day by the key workers on the nursery arrival / departure forms, these forms are taken with the key worker on the event of a fire / practice run.