



# Oscar Bears' Day Care

## Oscar Bears Day Nursery - Procedure for arrival and departure of Families and Children

### Introduction

At Oscar Bears Day Nursery your Child's safety is of the utmost importance, we therefore politely request that this procedure is shared with all adults who are responsible for the picking up and dropping off of your Child.

### Arrival and departure

Upon arriving at Firstrand Studios we request that you make your way immediately to the car park, or use the space immediately in front of the nursery for parking.

In order to access the premises you will need to enter your code into the keypad on the gate, this will allow you access to the nursery garden. **Do not allow anybody to follow you under any circumstances.** If the Children are in the garden the gate will be locked from the inside. In these circumstances please ring the gate bell and a member of management (or designated staff member) will allow you access.

Once in the garden please proceed straight to the front door and ring on the doorbell where a member of management (or designated staff member) will allow you access – verifying your ID if required (please see policy on procedure to be followed when somebody different is collecting the child).

Oscar Bears Day Care operates a registration system; the registers are located in the entrance area **you must write your initials and your Child's arrival time next to your Child's name. Upon collection you must write your initial and your Child's departure time next to your Child's name.** If you have difficulty in doing so please inform a member of staff immediately who will complete this for you. This document helps ensure that all Children are evacuated in the event of a fire.

We believe that it is important in order to foster positive relationships that you make contact with your Child's Key Worker each session; this is a chance for you to let your Child's Key Worker know his or her Mood/ if your Child has had breakfast /routine etc... If your Child's Key Worker is unavailable another familiar person will be present for you to talk to (please see Key Worker Policy). If you require having a more in depth or confidential conversation please make phone/email contact and we will arrange a mutually convenient time for this to happen.

At the beginning and end of a nursery session parents will have the opportunity to review and sign any paperwork i.e. medication record and accident record (please see relevant policies).

At the end of each session parents will have the opportunity to receive brief verbal feedback. We respectfully ask that if a more in depth or confidential conversation is required that you make a contact via phone or email to arrange a mutually convenient time.

You may find it useful to be provided with a communication diary. Please see your Child's key worker for further information.



## Staff

All Staff must sign in and out at the start and end of each shift. The signing in book is found in the entrance area. Full name including surname and accurate arrival and departure times must be recorded.

In addition staff must sign in and out for break times & lunch times.

Staff must ensure that they park in the staff car park.

Staff are requested not to make use of the space immediately outside the nursery when being picked up or dropped off. This space is reserved exclusively for families who use the nursery.

Reviewed: October 2013

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Written by: Laura Mills

