



Arrivals and departures policy

It is the policy of Rising Stars to give a warm welcome to each child and all parents/carer's on their arrival.

Parents/carers are requested to pass the care of their child to a member of staff who will ensure their safety and that their attendance is recorded in the register.

The staff member receiving the child must immediately record their arrival in the daily attendance register. Any specific information provided by the parents should be recorded.

If the parent requests the child to be given medicine during the day a member of management must ensure that the medicine consent procedure is followed in accordance to the medicine policy.

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.

A password system is operated, only the person in charge of the day to day running of Rising Stars has access to the passwords.

Upon collection feedback will be given to the person collecting the child and only required information passed on. All medicine should be collected from the medicine box/fridge only when the parent/carer has arrived.

Important:

No child should be handed to anyone other than the known parent/carer unless an agreement has been made at the time of arrival. On departure the child register must be immediately signed out to show the child has left the premises.