

ARRIVAL POLICY

1. All children must be brought to the Facility by a responsible adult. This adult should be known to Calthwaite Nursery staff.
2. The accompanying adult must bring the child into the facility, sign the child in with child's name, adults name and time. They should also ensure that a member of staff is aware of the child's arrival before leaving.
3. Babies should be taken upstairs to the baby unit by their parent/guardian.
4. The arrival of each child will be noted on the register.
5. All parents/carers are welcome to stay with their child until the child is happy to be left in the care of Calthwaite Nursery staff. (No time limitations are imposed upon this).
6. On leaving the premises each adult must ensure that they close the outside door securely and place the chain securely on the outside gate.
7. At an appropriate time ie. When all or the majority of parents/carers have left, the outside door will be locked.