

DEPARTURE POLICY

1. Could all parents or carers who arrive to collect their child, wait outside the front door.
2. At the end of the sessions, the children will be seated, accompanied by a member of staff. A second member of staff will come out and ask the parents to come in.
3. Each child will be called when they have been signed out. A child will only be allowed to leave the premises if collected by an adult who is known to the Calthwaite Nursery staff.
4. Babies should be collected from the baby unit upstairs by their parent/guardian.
5. Staff must be made aware of all individuals who may collect a child, other than the child's parents or regular carer. A list of all such individuals, for example, Grandparents, should be recorded on the child's registration form.
6. Staff must be informed in advance if an individual other than a parent or regular carer is to collect a child.
7. The departure of each child is recorded on the register.