

# **The Green Umbrella Pre-school and Nursery**

## **Arrival and Departure of Children, Parents, Staff & Visitors Procedure**

### **Children**

When children arrive at nursery parents/carers will need to sign the child in on the children's register stating what time they have arrived. When they are collected from nursery they will also have to sign the child out stating the time they have left. The sign in sheets can be found in the main nursery hallway and the toddler hallway on the shelf by the front door.

### **Parents and carers**

Parents and carers need to sign their child in on arrival and out on departure from nursery. When doing daily registers staff members will need to check all children have been signed in, if they are not then they will need to do so. Staff finishing at 6pm will need to ensure all children and staff are signed out before leaving.

### **Staff and Students**

Staff and students will need to sign in on the Staff Sign In Sheet on arrival and sign out at the end of their shift. Staff and students will also need to note the time if they leave the building on their lunch break and the time they arrive back on the premises.

### **Viewings**

If people phone up and ask to view the nursery we are happy for them to drop in without an appointment as long as they avoid the busy lunch hour which is between 12 and 1:30pm. They will be made aware on the phone that they will need to bring some identification with them. When viewings arrive the person carrying out the viewing must complete a Viewings Form which can be found in the Registration Packs Folder under the stairs in main nursery and show identification before we will show them around the nursery. Viewings must be supervised by a member of staff at all times.

### **Visitors**

All visitors need to sign in and out of the Visitors Book stating their purpose of visit. All visitors identification must be checked on arrival and recorded by the member of staff who has viewed it. Visitors must be shown the back cover of the Visitors Book and be asked to spend a couple of minutes familiarising themselves with our Fire Evacuation Procedures. Visitors must be supervised by a member of staff at all times.

It must be requested by all staff that Parents/Carers and Visitors do not use their mobile phones whilst inside the nursery building and leave the nursery building should they need to use them.

**Other related documents:** **Children's Register Sheets**  
**Staff Sign In Sheets**  
**Visitors Book**  
**Registers**  
**Viewings Form**

**All procedure documents are subject to regular review**  
**This procedure was reviewed: November 2014**