



Arrivals and Departures

Let's Play recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The manager will ensure that an accurate record is kept of all children in our care, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition, we conduct regular headcounts during the session.

Arrivals

Our staff will greet each child warmly on their arrival at the session and will record the child's attendance in the daily register straightaway, including the time of arrival. We will ask the adult dropping off the child for a password, which must be given at collection also.

Departures

Staff will ensure that parents or carers sign children out before they leave, including the time of collection.

Children are collected by an adult who has been authorised to do so on their registration form and will be asked to provide us with a password, which was agreed with the adult who dropped off the child in the morning.

In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must inform a member of **Let's Play** staff in advance and provide a description of the person and the password must also be handed over on collection. If the manager has any concerns regarding the person collecting he/she will contact the main parent or carer for confirmation.

If a parent/carer is late, we have the right to exercise a fine of £1 per minute as per our terms and conditions.

This policy was adopted by: Robert McBride	Date: 7 th November 2024
To be reviewed: 7 th November 2025	Signed: R.McBride

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.62, 3.64]; and Information and records [3.76]*