

Arrivals and departures

Happy Turtles recognises that the safe arrival and departure of the children in our care is paramount.

The Session Leader will ensure that an accurate record is kept of all children in Playschool, and that any arrivals or departures are recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular headcounts during the session.

Arrivals

Our staff will greet each child warmly on their arrival at Happy Turtles and will ask their parent/guardian to record the child's attendance in the daily register straightaway, including the time of arrival.

Departures

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- Children can only be collected by an adult who has been authorised to collect them on their registration form.
- The child's parents or carers must inform HappyTurtles in advance if someone who is not listed on the registration form is to collect the child. The manager will contact the main parent or carer for confirmation if they have any concerns regarding departures.
- The parent or carer must notify the Playschool if they will be late collecting their child. If we are not informed, the Uncollected Children policy will be followed.

Absences

- If a child is going to be absent from a session, parents must notify the playschool in advance.
- Happy Turtles will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or family is having some difficulties and might need additional support.

This policy was reviewed by Happy Turtles	Date: 01/09/2017
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