ARRIVALS POLICY

Management:
The Management Team, Michelle and Collette, can access the security alarm along with Selected qualified staff who have been through locking up and opening up procedures. On arrival they must open the gates and deactivate the alarm system. The checking of telephone messages must always be done to identify if any staff will be absent.

Staff:
Staff can gain access via the key coded doors. They must place all personal belongings in the staff room and be ready to start their shifts promptly. Staff are responsible for signing themselves in and out during the day, with the management team overseeing this to ensure time keeping is monitored.

Parents:
Parents can ring the nursery door bell when the nursery gates are opened, whereby a member of staff who recognises them will let them in, if they are unrecognised another member of staff or management who does recognise the parent will be called upon to open the door, and record their arrival times as will the staff in their child's room. Students are not allowed to answer the door at any time. Departure times will also be recorded. When the main gates are closed during the day, parents can ring the door bell on the gate located on Moor Street and a member of staff will allow access. Arrival and departure times are recorded in all instances.

During settling in sessions children remain the responsibility of their parents.

Visitors:
All visitors need to sign their name company details and arrival and departure time in the Visitor's Book.

Workmen:
All building works tends to be carried out during evenings and weekends and is therefore the responsibility of the nursery managers. In the event of any necessary works being carried out during operational hours no visitor must be left unaccompanied at any time. Should work need to be carried out in a classroom, alternative arrangements for the children will be put into place.

Reviewed on: 1st October 2014