

## **SECTION 4: Best Practice**

### **Arrivals and departures**

At Stanmore Montessori we give a warm welcome to every child and family on their arrival.

Staff will ensure parents/carers sign the child register form at the entrance. Parents are requested to pass the care of their child to a specific member of staff at the classroom door who will ensure his/her safety. The staff member receiving the child will record his/her arrival in the daily attendance register. The staff member also records any specific information provided by the parents, and will provide details to the relevant key person.

If the parent requests the child is given medicine during the day the staff member must ensure that the medication procedure is followed.

At departure time once a member of staff has handed over the child to the parent/carer, at the classroom door, the safety of the child becomes the responsibility of that adult. The adult is then requested to sign the child register form at the entrance door.

If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. Photo identification and/or a password are also required where possible for the designated adult. Parents are informed about these arrangements and reminded about them regularly.

The child's key person or other nominated staff member must allow opportunities to discuss the child's day with the parent, e.g. snack time, toilet-training, interests, and friendships. The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent before departure. Where applicable, all medicines should be recovered from the fridge after the parent has arrived and handed to him/her personally. The medication policy is to be followed regarding parental signature.

Stanmore Montessori will not release a child to anyone other than the known parent unless an agreement has been made at the time of arrival and written in the 'going home book.' in the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated person of the agreed procedure and contact the setting about the arrangements as soon as possible. If in any doubt the setting will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy).

On departure, the staff member releasing the child must mark the child register to show that the child has left the premises.

**Adults arriving under the influence of alcohol or drugs**

Please refer to the alcohol and substance misuse policy.

**Arrivals and departures of visitors**

For arrivals and departures of visitors, Stanmore Montessori requires appropriate records to be completed in the Visitors Book on entry and exit. Visitors will be reminded of the mobile phone policy and will be requested to wear a visitor badge at all times whilst on the premises.

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