

**Arrival and Departure Procedure**

Little Bookham Preschool keeps records that register children, parents, staff and visitor attendance on a daily basis, showing hours of attendance. We ensure that we have records of the name, address and date of birth of each child that is looked after on the premises.

Daily registration system:

* We record arrival and departure times. Staff will sign children in when they arrive, and parents/carers will sign when children are collected. Members of staff will operate a self-registration system for their own attendance.
* This information is stored on the daily register, which is checked daily by the management team.
* Registers will be kept on the premises, and stored in a locked cupboard.

Registration form:

* Parents/carers are asked to provide details of who will be collecting their child on the registration form. We ask for passwords and contact details for additional adults who are permitted to collect their children. Written permission must be given by parents if they wish an adult who is not on the registration form to collect their child.
* Parents are asked to keep the Preschool updated in writing if any of these details change.
* The registration information will be kept at the premises, and stored in a locked cupboard.
* Emergency contact details for all children and members of staff will be taken on outings from the Preschool.

Visitors:

* Access for visitors will be monitored and recorded in the visitors’ log.
* This will include the name of the visitor, their organisation, purpose of visit and the accurate details of the arrival and departure times.
* Staff must check photographic I.D to verify the visitor’s identity.
* Copies of our policies and procedures will be available on the premises, as we may need to highlight some policies, such as fire procedure and risk assessments.