

MARDEN PLAY SCHEME

6: Arrivals and Departures

Our Play Scheme will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

(1) Admissions

It is the responsibility of the manager to ensure that an accurate record is kept of all children in the Play Scheme, and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times. It is a requirement of Ofsted that records of daily registers be kept for at least three years from the last entry. (Providers are required to show these documents during the next Ofsted inspection.) A copy of the daily registrations will also be kept by the Parish Clerk (Play Scheme Administrator) for emergency use.

(2) Arrivals

On arrival, a member of staff will immediately record the child's attendance in the daily register and the parent/carer will be required to sign their child/children in.

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the Administering Medication Form in addition to the signature required on the Registration Form. Further details of this procedure are contained in the Scheme's Health, Illness and Emergency policy.

Arrivals must be at 9.30am – if it is known that arrival may be later the manager must be informed prior to 9.30am. Following this it will be at the manager's discretion as to whether to allow a late arrival.

(3) Departures

If the child is to be collected by someone other than the parent/carer, and is not detailed on the registration form, this must be indicated in writing to the Manager and recorded at the start of the session. The adult nominated to collect a child must be one of those named on the Registration Form. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

No adult other than those named on the Registration Form will be allowed to leave the Play Scheme with a child. In the event that someone else should arrive without prior knowledge, the Manager will telephone the parent/carer immediately. A password should be provided on the registration form to be given to those who need to pick up a child in an emergency if the named persons are not available.

If the designated adult is late in picking up their child the provisions of the Uncollected Children policy will be activated.

Upon departure, the parent/carer will be asked to sign out their child/children before leaving the premises.

(4) Absences

If a child is going to be absent from a session, parents must indicate this to the Manager as soon as known.