



## **BBUFA Crèche Procedure for Arrival and Departure**

The crèche session leader is responsible for overseeing the safe arrival and departure of children accessing the crèche.

When parents and children arrive, they will be greeted individually, and a member of the crèche team will;

- clarify the care information with the parent for their child.
- check all records are complete before the parent departs. Records to be completed and checked are;
  - Emergency contact form;
  - Welcome to the crèche form;
  - Daily sign in register.
- encourage the parent to utilise the settling in period with their child (as detailed in our Admission and Settling in policy).

When parents collect their child at the end of the session, they will be greeted by the child's key-worker who will;

- Feedback on the care and session activities their child has received.
- Oversee the signing out of the child from the register.
- Welcome comments and feedback.