



Policy ...Admissions, Arrivals & Departures

Newby Fun Factory will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Admissions

Before a child starts at the Fun Factory, parents must complete a registration form and in the case of $\frac{3}{4}$ year olds show the child's birth certificate in order to claim their early education entitlement.

All children will be considered equally, irrespective of gender, race or disability.

Children are taken on a first come first served basis until capacity is reached, when a waiting list is created.

It is the responsibility of the Manager to ensure that an accurate record is kept of all children in the Fun Factory, 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 (for exemptions to this rule, see the Visits and Outings policy). This process will be supplemented by regular head counts during the day.

Records of daily registers in all setting types should be kept by the Fun Factory for at least one year.

Arrivals

On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time of registration. Children must be booked in, in advance of their attendance.

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 following the Fun Factory's Health, Illness and Emergency policy.

Departures

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. The adult nominated to collect a child must be one of those named on the Admissions Form. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

Permission and arrangements for children leaving the Fun Factory alone at the end of a session will be a matter for discussion between the Team Leader and parents/carers, based on an understanding of a child's age, maturity and previous experience. Written consent for children leaving the Fun Factory alone must be submitted to the Fun Factory before such arrangements are able to commence.

No child under the age of 8 will be allowed to leave the Fun Factory unaccompanied.

No adult other than those named on the Admissions Form will be allowed to leave the Fun Factory with a child. In the event that someone else should arrive without prior knowledge, the Fun Factory will telephone the parent/carer immediately.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival.

Upon departure, the register will be marked to show that the child has left the premises. The time of departure will also be recorded.

Absences

If a child is going to be absent from a session, parents must indicate this to the Fun Factory in advance – a cancellation charge will be levied for cancellations to all but early education place sessions.