



Arrivals and departures policy

Policy statement

The arrival of children will feel calm and welcoming, with the correct number of staff in the room. There will be a member of staff at the door to meet and greet children and parents/guardians/carers.

The departure of children will be calm and controlled. Children will only leave with an adult registered to collect them.

Procedure

Pre-School will open the doors to children at 9am.

A staff member, usually the manager or deputy manager will greet the children and sign them in on the register.

Another member of staff will be in the cloakroom to assist children taking their coats off and putting them on their named peg. The children are then encouraged to put their lunch boxes on the trolley and take their water bottle into the classroom, placing it the tray.

If there is a change to who will collect the child that day, the information will be written on the child collection form provided and staff should be informed if a password needs to be put in place.

During arrivals, all other members of staff will be in the classroom to welcome the children in and support them in selecting an activity to play with.

Upon departures, children can be collected at 12pm 1pm or 3pm.

For children leaving at 12pm or 1pm the child's bags and coats will be ready and the child will be brought by a member of staff to the person collecting them.

For children collected at 3pm, parents wait by the outside gates and children are called from the classroom where they collect their lunch boxes and are handed directly to a parent or person registered to collect them.

Children are signed out by a member of staff.

Some children now attend All Stars after school club at Goostrey Community Primary School. These children are taken over by a member(s) of staff at 3.15pm

This policy was written by Nicola Ellershaw	
This policy was adopted by: Goostrey Pre-School	Date: April 2022
To be reviewed: April 2023	Signed: A.L.Warren