



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.

Children must be signed in by an adult on the daily register by the door.

The parent/guardian/carer will take the child's belongings to the cloakroom to hang them on the child's peg.

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, the door will be monitored by staff to ensure children are safe in the room.

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 collect the child's belonging from the cloakroom first and then come in to the foyer where the child will be called by a member of staff from the classroom.

The child should be signed out by the person collecting them.

When leaving at 3pm, the parent/guardian/carer will arrive at the main door from the car park. Parents will collect the child's belongings from the cloakroom first and then come in to the foyer where the child will be called by a member of staff from the classroom.

The children will be called in once a member of staff has recognised the collector.

Children should be signed out.

This policy was adopted by: Goostrey Pre-School	Date: April 2019
To be reviewed: April 202	Signed: A.L.Warren