

Arrival and Departure of Children, Parents and Staff Procedure

Arrival and departure times for the children are written down in the welcome letter.

These times are also displayed on the notice board.

Parents are regularly informed through newsletters of the importance of arriving with children and of collecting the children from Pre-School at the given times.

A staff member mans the door at all times during the arrival/collection of. On entering the building, the child's name is recorded.

Parents/carers enter the room on both occasions.

On arrival – take their child to an activity or staff member once outdoor garments have been removed.

On collection – take their child from the cloakroom area and the child's work from the tables.

A displayed sign asks parents to close the gate securely on passing through it.

Only people named and known to the staff are allowed to take children from the group. If on an odd occasion a parent requests another adult to collect their child, it is entered in the collection book and both adults sign the book.

The register is called within 10 minutes of the start of the session. All people present are marked on the register. If anyone arrives or leaves after this time it is recorded in the register and the time is noted. Visitors to the group sign the visitor's book.

Staff

The staff have their own hours written into their contract. Normal hours are written on the register.

The supervisor arrives first with the keys to unlock the door.

All staff are present at least 30 minutes before the children arrive.

Staff remain at the group after the children leave. If a child is left behind two staff members remain until that child is collected.

The supervisor locks the doors at night and is the last to leave.

The names of the staff members for that day are displayed on a board outside and in the register.

If a staff member has to leave the session due to illness of either himself or herself or a family member, cover will be sought before their departure.

This policy was adopted by Swanwick Pre School

On Sept 19

Date to be reviewed Sept 20

Signed on behalf of the provider

Name of signatory Martin Dye

Role of signatory Chair