



Arrivals And Departures Policy

Pre-school Manager: Nicky Benson-Dare

This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.

Statement

St. Peter's Busy Bees Pre-school gives a warm welcome to all children on their arrival to Pre-school. We maintain the highest possible security of our premises to ensure that each child is safe whilst in our care. No one is able to enter our premises unannounced or have access to the children, without the consent of the individual's parents and the setting manager. Only nominated people are allowed to collect children at the end of the session.

Aim

We have a strict policy on arrivals and departures to ensure the safety of all children whilst in our care.

Procedures

Arrivals:

We ask parents to bring their children to pre-school at the appropriate time. We expect all arrivals to be between 9.00am and 9.15am. We follow a routine for our day and late arrivals are disruptive for the children already in the setting and can prove more difficult for the child arriving late.

- The main door is always locked and children and adults can only enter when let in by a member of staff.
- We ask parents/carers to say goodbye to their child at the front door, the child will be supported to enter and settled within the hall by a member of staff.
- Staff will support children to find their name tag, hang up their coat, and put their lunch on the trolley provided (if they have not done so already outside) .
- To ensure children enter the setting safely and settle, staff are unable to have long discussions with parents/carers. If a parent/carer wishes to discuss anything concerning their child in more detail, a parent/carer consultation will be arranged with the child's key person or a member of the management team. If the matter is urgent please ask a member of staff.
- Parent/carer consultations will also be offered termly.
- Please speak to a member of staff regarding changes to:
 - The person collecting the child, if different from normal (password procedure to be followed)
 - Health and well-being including home injuries
- If a child arrives with an existing injury, the relevant form (Home Injury Form) should be completed before the parent/carer leaves.

- Should a child arrive late (after 9.15am), this will be recorded in the daily register.
- Any information that is specific to a child and will affect their day, for example an early collection for a dentist appointment, will be shared amongst the other staff members.

Departures:

We ask all parents/carers to be prompt when collecting their children.

- All children will have their coats on ready for collection and have their belongings with them.
- The most senior member of staff on duty will open the main door, and will not leave it unattended.
- If that staff member needs to attend to another matter, the main door will be shut and locked.
- Another staff member will be at the inside door and all other members of members will be sitting with the children.
- Each child will be called individually.
- Children are will only be handed over to either their parent/carer or the adult nominated on their admissions paperwork. Staff will only allow a child to be collected by someone other than a nominated person with an agreed password (see password procedure).
- We ask parents/carers to inform us ASAP if they are unable to collect their child. A unique password will be created between the parents and the setting, and must be used before releasing a child.
- If an unknown person arrives to collect the child, the staff member will ask that person to wait until all other children have been collected and will then ring the child's parent/carer to confirm the person is authorised to collect their child. If the pre-school is unable to confirm the identity of the person collecting we will not be able to release the child from our care.
- We do ask all parents to inform us of any changes to collection and if possible to introduce the nominated person or provide a photograph.
- If the adult collecting the child has not arrived within 15 minutes of the end of the session:
 - 2 staff members (ideally the senior lead and key person) will remain with the child.
 - The parent will be contacted via telephone using the numbers entered on the admissions form.

Please see the Fee Structure Policy for information regarding late collection payments.