



## **Arrival & Going Home Procedure**

Parents wait outside the building on the left-hand side – not blocking the entrance. Thank you.

9.10 (Start of the morning session)

The manager or deputy collects the parents from outside and brings them through to the pre-school and takes the register. Children's name cards are on the tray unit in the middle of the lobby.

Parents help their children to find a peg and hang their coats up and find their names to take with them and stick on the board as they enter their playroom. This allows the staff to know immediately who has and hasn't arrived.

The staff member greets all arriving carers and children. She checks that no unauthorized adults enter the pre-school and no children leave the building. If a child is being collected by another adult the parent informs the member of staff and must make sure they know the child's collection password. We will only release children to people we have been informed about and know the password. The pre-school doors close at 9.25. A designated member of staff remains on the front doors until it is closed.

Children must place their water bottle into the designated tray in the playroom and must place any items for showing into 'our special box'.

9.25 - 3.40

If you arrive after 9.25 ring the buzzer and a member of staff will let you in. During opening hours 9.10 – 3.40 you can call on 07853 973414 to speak to a member of staff on site or you can ring Helen on 07914 819730 to leave a message.

11.40

Children come in for story time. At 11.55 the children staying for lunch go into the lunchroom. The remaining children sing the Goodbye song and finish with singing time. This is their cue that it is the end of the session and that the parents/carers will be coming to collect them.

12.00 - 12.10

We collect parents/carers from outside at 12.00 for parents to collect their child and a member of staff remains at the front door until every child has been collected.

Children remain seated until a member of staff has called their name once an appropriate adult has arrived. There are also at least two other members of staff present to watch the children. Parents having collected their children take anything from their pegs and trays (things the children have made, letters, and notes home. All

children stay sitting with a member of staff until they have been collected. Any toys or item held should be collected on your way out of the pre-school.

Parents must collect promptly by 12.10 as this is when the staff need their lunch break ready to reopen promptly for the afternoon session at 12.40.

12.40pm (Afternoon session)

The manager or deputy collects the parents from outside and brings them through to the pre-school and takes the register. Children's name cards are on the tray unit in the middle of the lobby.

Parents help their children to find a peg and hang their coats up and find their names to take with them and stick on the board as they enter their playroom. This allows the staff to know immediately who has and hasn't arrived.

The staff member greets all arriving carers and children. She checks that no unauthorized adults enter the pre-school and no children leave the building. If a child is being collected by another adult the parent informs the member of staff and must make sure they know the child's collection password. We will only release children to people we have been informed about and know the password. The pre-school doors close at 12.50. A designated member of staff remains on the front doors until it is closed.

Children must place their water bottle into the designated tray in the playroom and must place any items for showing into 'our special box'.

1.10 (Children staying for lunch)

The manager or deputy collects the parents from outside and brings them through to the pre-school at 1.10pm only for parents to collect the children that have stayed for lunch and a member of staff remains at the front door until every child has been collected.

Children remain seated until a member of staff has called their name once an appropriate adult has arrived. There are also at least one other members of staff present to watch the children. Parents having collected their children take anything from their pegs and trays (things the children have made, letters, and notes home). All children stay sitting with a member of staff until they have been collected. Any toys or item held should be collected on your way out of pre-school.

3.10

Children come in for story time.

3.25

The children sing the Goodbye song and finish with singing time. This is their cue that it is the end of the session and that the parents/carers will be coming to collect them.

3.30-3.40

We collect parents/carers from outside at 3.30 for parents to collect their child and a member of staff remains at the front door until every child has been collected. Children remain seated until a member of staff has called their name once an appropriate adult has arrived. There are also at least two other members of staff

present to watch the children. Parents having collected their children take anything from their pegs and trays (things the children have made, letters, and notes home. All children stay sitting with a member of staff until they have been collected. Any toys or item held should be collected on your way out of pre-school.

Parents must collect promptly by 3.40pm.

To be reviewed annually by all members of staff.

Date to be reviewed.....3/2/18 .....

