



## **Arrival and departure of children policy**

### **Arrival**

The Village hall main door is unlocked at 9am.

Parents/carers are expected to bring their child into Pre-School and assist their child to find their name tag, and hang any coats and bags up on an available peg. Children are expected to wash their hands with soap and water before being brought into the main hall by parents/carers.

Parents and carers are reminded that any siblings are their responsibility during this period and are expected to remain and be supervised by you.

One member of staff is positioned at the front entrance door, logging the arrival of children coming into the Pre-School. Another member of staff is always stationed at the door to the main hall - This is to monitor the children's movements thus ensuring that no child leaves the hall unsupervised. Other staff are available to speak to parents/carers and greet the children.

There is a table just inside the main hall door for your child to place their water bottle. These need to be named.

In the main hall there is a tree where children can self-register by finding their name and adding it to a hook on the tree. Parents and Carer are encouraged to support their child as they complete this activity.

Parents/carers then have the opportunity to talk to staff, walk their child around the hall showing them what is out to play, and then settle their child at an activity and finally say good-bye.

At 9.15am, 12.15pm or 12.30pm (dependant on which session is running) the front entrance door is locked as the session starts with either circle time or lunch time.

### **Departure**

The main hall door is unlocked 5 minutes before the end of the session.

Parents and carers are invited into the main hall. Children will be sat at tables or on the circle mat with members of staff. Please collect your child from either the table or the mat. Our rule is that the children are to wait until you have physically collected them. Once collected please check your child's pocket for any correspondence or pictures and children's possession's. Please leave the premises promptly as the staff need to clear and clean the premises before leaving or getting ready for next session.

If any accidents need to be signed for this will happen at this time.

Staff at the door will follow written instructions from the home-time book to ensure that the children safely depart from the setting. If a child is meant to go home with someone and this instruction has not been written in the home-time book, a quick phone call will be made to the parent/carers to confirm, this will then be added to the home-time book and signed by staff member and the person collecting.

If you arrive late to collect your child, you will be asked to sign a 'Late book'. Please be aware that we keep a record of times in and out of the premises. If you are repeatedly late you will be charged a fee.



A register is taken where non-attendance along with late arrival is recorded. If regular non-attendance is recorded and gives cause for concern we will share/pass this information onto any other setting that the child attends.

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date:

This policy will be reviewed: Autumn 2020

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: