



## **Procedure for the Arrival and Departure of Children and Staff**

The Little Pennies Pre-School sessions start at 08.45am. Staff will arrive at the pre-school at 08.30am to enable them to set up equipment and prepare for pre-school session.

Parents and children will be asked to wait in the undercover area until they are welcomed into the setting by the staff at 8.45am.

Children remain the responsibility of the accompanying adult, who must not leave them unattended until the start of the session at 8.45am. Please do not enter the main room until you are greeted by a member of staff. This rule applies to ensure the safety of the children and we ask for parents to be understanding and cooperative in this matter. Security locks are in operation to ensure this.

NB; this does not apply to the children of staff who attend the nursery, but they remain the responsibility of their parents until 8.45am.

At 8.45am, children and their parents will be welcomed into the setting by the Pre-School staff. There will be an opportunity for communication between parents and staff. All children must be signed in by the parent/carer. A register will be taken.

If children are to be collected by anyone other than parent or carer, the Pre-School staff must be informed by the parent/carer at the time of dropping off and should be noted on the signing in sheet.

When all parents have left the front door will be locked. Late arrivals should press the buzzer or knock on the door to gain attention from a member of staff, who will then unlock the front door.

On Mondays, Tuesdays, Wednesdays, Thursdays the sessions finish at either 11.45am or 2:45pm, and on Fridays at 11:45am.

Lunch is incorporated into the afternoon session at 12:00pm.

On collection at the door you will again be welcomed by a member of staff and asked to sign your child out. Parents are requested to wait under the covered area and staff will bring your child to you. Please note that parents who are collecting children under the age of 3 on a Friday morning, will be allowed into the setting to collect their child.

Staff can be available to discuss children's progress or any other issues. Please ask a member of staff to arrange a mutually convenient time.

We ask parents to collect children promptly. If they will be late due to unforeseen circumstances, they must telephone the staff at the Pre-School so that arrangements can be made. (Pre-School 01725 552997)

If parents are more than 15 minutes late, the policy on “Late Collection of Children” will be followed.

Staff leave at 3:00pm Monday, Tuesday, Wednesday, Thursday and Fridays. This allows them time to tidy up in preparation for the after school clubs to use the building.

This procedure was adopted at a meeting of Trustees on.....

and was checked and re-affirmed on .....

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)