**ARRIVALS AND DEPARTURES POLICY**

Staff will arrive at pre-school from 7.30am to enable them to set up equipment and prepare for the pre-school session. Parents and children will be asked to wait outside until the session begins at 7.45am for breakfast club where they are welcomed into the setting by the staff. Pre-start commences at 8.55am and children are met at the garden gate by the welcoming staff who will show the children into the setting. At the beginning of all sessions this time there is an opportunity for communication between parents and staff. This information will be used to assess the child’s day. Some of the information exchanged will be as follows:

* An overview of the child since their last attendance
* Are they in good health? If not, what are the problems?
* The arrival and departure time of each child will be recorded on the registers.
* Any specific information provided by the parent/carer should be recorded and passed onto the relevant member of staff/key person or management.
* If a parent/carer requests that their child needs to be given medicine during the day, the staff member must ensure that the medicine is prescribed to the child, in the original packaging and it is in date. Following this a consent form is to be completed and signed. It is the staff member’s responsibility to ensure that correct dosage and course guidelines are followed.
* If a child has an existing injury, bruise, bump etc parents/carers have a responsibility to inform staff of this when dropping their child off. This will be noted in our ‘bump book’ and the parent/carer will be asked to sign the record.

At all times during entry, there will be a member of staff standing by the door for breakfast club. For pre-school there will always be a member of staff on the garden gate plus a member of staff at the small green gate which leads onto the school’s playground.

Upon entry to Oscar Club a member of staff will mark each child off on the register. Once the doors are closed, the children will be counted to make sure the register tallies with the number of children present and attending lunch club will be recorded in a form attached to the wall.

When all parents have left, the green gate and garden gate are both locked. Late arrivals should press the buzzer gain attention from a member of staff who will then go and collect from green gate.

On collection at 2.55pm, a member of staff will go across to the green gate and unlock it. The parents are then asked to wait on the playground. A member of staff will then open the gate to the garden and come back and position themselves on the back door. Another member of staff will then position themselves on the front door. The rest of the staff will be with the children in the back room.

The member of staff on the back door will welcome the parents into the setting; three at a time. The staff in the back room will allow each child to then go to their parent. This is also an opportunity for parents to talk to their child’s key worker and for accident forms to be signed.

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 on 01525 376314 so that arrangements can be made. If parents are more than 15 minutes late the policy on ‘late collection of children’ will be followed.

In the event of children being collected by those other than those named and recorded the following applies:

* The parent must inform us without delay that they will not be able to collect their child. A unique password set between the parent, collector and pre-school must be used and received before handing over a child into their care.

The parent must ensure that a suitable person will collect their child in the absence. A suitable person must be over 16 years old and be capable of caring for the child in the absence of the child’s parent/carer. If we are unable to identify the person with the details provided by the parent, unfortunately we will still not be able to release the child from our care.

Signed on behalf of the Voluntary Management Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_