

## **Pre-school Arrival and Departure of children, parents and staff Policy.**

### **Arrival and Departure of children, parents and staff**

All children and parents will arrive and wait on the Pre-school playground. A member of staff will open the gate to allow children and parents to enter to the entrance of pre-school. Parents are welcome to settle their child into Pre-school or to leave them with a member of staff who always stands to ensure the safety of the children at all times.

Once the majority of the children are present, the outside doors and gates are shut. Parents arriving later than 8.55am / 11.50 am / 12.25 pm are asked to ring the bell and wait to be let in.

No child will be allowed to leave the premises unless accompanied by a known adult who should be named on the pupil profile or has a valid password which has been provided by the parents.

In the case of an unknown adult collecting a child, they will not be allowed to leave. The emergency contact numbers will be used to telephone parent/or main carer.

Parents are to wait outside the pre-school main door at the end of the session. Children are collected from the classroom when staff recognise and are happy with the person collecting each child. The children are not able to leave through the Pre-school door until a member of staff says so.

Staff are to enter and leave the building via the main entrance. They are asked to sign in and out using their individual sign in code.

All staff are employed with set hours, if a member of staff is sick they should call the school office as early as possible that morning (to enable relief staff to be called in).

This policy was adopted for Parkland preschool by Jo Andrews	11.8.15
Signed on behalf of the Management Committee/Proprietor	
Role of signatory (e.g. Chairperson etc.)	
Review Date: August 2018	