



*Little Acorns*

LITTLE ACORNS PRE-SCHOOL

## POLICIES

### ARRIVAL AND DEPARTURE PROCEDURE

#### AIMS

The safety of children is paramount. We aim to make arrival and departures as easy and trauma free as possible for children and parents while maintaining a high level of security.

#### METHODS

The pre-school is open from 8.45am to 3.30pm and we encourage parents to drop their children off at 8.45am (start of morning session), 11.45am (start of lunch club) and 12.30pm (end afternoon session). Collection times are 11.45am (end of morning session), 12.30pm (end of lunch club) and 15.30 (end of afternoon session).

#### **The arrangements for bringing children into the setting are:**

Parents are encouraged to help their child find their peg for their coat and bag, lunch boxes are placed on the shelf above. Parents are welcome to settle their child before they leave, and staff are on hand to encourage each child to settle and join into the pre-school environment. Each child has a laminated photograph of themselves with their name printed underneath, and the child will be encouraged to find their own photo and place it on the self-registration board. Every child is welcomed into the setting by a member of staff, who will also sign them in on the register.

#### **The procedures for collecting children are:**

The main door is supervised by a member of staff, who will open the door and call the child to their parent. The staff will be available to give verbal feedback on the day experiences for the child, and parents are welcome to enter into the room. Any adults within the setting will be supervised at all times.

Only an authorised adult can collect a child from the pre-school unless the setting has already received permission for another named adult to do so. During the initial registration of your child we will collect a 'password' for your child, and will seek verification of this if the adult is not known to the pre-school. Children can only be released into the care of an adult. In an emergency situation, when the primary authorised adult cannot collect the child, the person who does collect the child will need to provide evidence that they have the authorisation of the parent/carer. The safety of the child will be the primary concern at all times.

### **Visitors**

All visitors are required to sign-in using the visitor's book. All official visitors will be asked to provide photographic proof of identification. Visitors will be given a badge to wear. All parent/ potential parent visitors will never be left unsupervised with children.

Signed.....

AGREED AT A STAFF MEETING 12.11.13

REVIEW DATE: NOVEMBER 2015  
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