



ARRIVALS AND DEPARTURES POLICY

At St. John's Sunshine Pre School, we want all children, parents, childminders, family and staff to be safe during arrival and departure from the Pre School.

Arriving at Pre School

We ask that all parents, children and carers wait in the main doors at 8:45/9 and 9:15 when the following will occur;

- A member of Staff will open the doors to the Pre school
- Parents and children are asked to enter slowly and carefully so as not to cause accidents
- A member of staff will stand at the door marking your child in on the register
- If you need to inform us of anything please speak to the staff member on the door or please find the Manager, Deputy or Keyworker within the main hall.
- Please inform us if your child is going to be collected by someone else at the end of the session. (Please see details on next page)
- Encourage your child to find their name on the Sunshine and place it into a basket where we ask their belongings to be placed.
- Then please hang up their coats on their named peg in the main entrance
- Encourage and support your child to change into indoor shoes.
- Parents can then leave via the main entrance.

A member of staff on the door will then count all the children to ensure the number matches the register.

Departing the Pre School

We ask that the parents please wait in the main door to Delmar until 12:15/ 1:15/ 2:15 when the following will occur;

- All children will be on the carpet with the staff
- One member of staff will open the door
- The member of staff on the door will talk to parents with regard to their child if they have had any accidents and if so get you to sign the accident book.
- The staff member at the door will mark your child out of the Pre School
- The member of staff on the carpet will call your child's name and they can come to you.
- Assist in supporting your child to change their shoes.
- Ensure you collect all your belongings.



- Take your name from your basket and place it back on to the Sunshine.
- If you wish to talk to the Manager, Deputy or your child's keyworker please feel free to do so.
- Please leave via the main entrance

If someone new arrives to collect a child and we have been forewarned by their parents, we will ask the individual for a password. If they do not know the password or we have not been informed of someone new collecting we will not allow the child to leave St. John's Sunshine Pre School with them. The following will occur in this situation;

- The Child's parent will be contacted on the number we hold on record.
- If there is no answer, the emergency contact number will be used.
- If no response has been received then we will follow our uncollected child policy.
- If, however the parent answers and says yes, this person is supposed to collect we will ask them to phone that person and provide the password.
- We will then re ask the person for the password and if correct we will allow them access to the child.