

ST JOHN'S SUNSHINE PRE-SCHOOL

ARRIVALS AND DEPARTURES POLICY

At St Johns Sunshine pre-school, we want all the children, parents, childminders, family and staff to be safe during arrival and departure from pre-school.

Arrival at pre school

- A member of staff will open the door to the pre school
- A member of staff will stand at the door marking in your child in on the register
- If you need to inform us of anything please speak to a staff member on the door or please ask for the manager, deputy or keyworker.
- Please inform us if your child is going to be collected by someone else at the end of the session

A member of staff on the door will count all the children in to ensure the numbers matches the register

Departing the pre school

We ask that the parents to please wait outside for collection or ring the bell to collect earlier

- All children will be on the carpet with a staff member
- One member of staff will open the door
- The member of staff on the door will talk to the parent with regards to their child if they have had an accident and if so get you to sign an accident book
- The staff member at the door will mark you out of the pre school
- The member of staff on the carpet will call your child's name and they come to the staff member at the door, and they will hand your child over.
- The staff member will always remind the child to hold their parents hand for the safety of the child on the main road
- If you wish to talk to a manager, deputy, or your child's keyworker please feel free to do so.

If someone new arrives to collect a child and we have been informed by their parent, we will ask the individual for a password. If they do not know the password or we haven't been informed of someone 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 the records
- If there is no answer, emergency contact number will be used
- If no response has been received, then we will follow our uncollected child policy
- If however the parents answer and say 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 to collect the child.