

Drop-off & Collection Policy

Statement of Intent

The safety and welfare of children attending Rainbow Stop Playgroup is of paramount importance. At Rainbow Stop Playgroup we have established procedures for the drop off/ collection of children, to ensure a smooth transition and effective time keeping within our service.

Procedures

Dropping off a Child

Our front door will be opened at 9:30am for the morning session and 1pm for the afternoon session to allow for the drop off of children to the setting. Children must be taken into the setting and 'signed in' on arrival in the designated sign in /out book located in the hallway. Children must not be left in the foyer at any time or left outside prior to the opening hours of the setting. On arrival parents should inform playgroup staff of any information that is relevant to their child's care for that day/session. Parents and children are encouraged to say goodbye to each other before they leave.

Collecting a Child

A parent collecting a child from the service must sign the child out in the designated sign in/out book located in the hallway. A person collecting a child must be aged 18 years or over unless they are the child's parent. A person collecting a child must be named on the child's enrolment form as an authorised person. If a person collecting a child is not named on the child's enrolment form as an authorised person, written or verbal permission from the parent must be provided to a staff member, before collection. On the first occasion, the person collecting the child must supply identification, for example, driver's license. The service will not release a child to anyone who is not authorised without prior consent from the parent.

Late Collection of Children

Where a parent knows they will be late collecting their child after the agreed time, they are required to consult with the setting to make alternative arrangements. If a child is not collected by a parent 15 minutes after the finishing time of the playgroup the staff will attempt to contact the parents or the emergency contact persons. Regulations require two members of staff (or a staff member and another adult) to be in present at all times when children are on the premises for this reason we appreciate all collection of children being on time.

Covid – 19

We ask that parents adhere to social distancing during drop off and collection times, there will be a one way system in place for parents during this time, we would ask that you follow this procedure to minimise contact with others. We would ask that only 1 adult attends drop off and collection times and unless previously arranged parents/carers will not be permitted to enter the building.