

Arrival/ Leaving Procedure

Daily check: (the following must be done as part of the daily routine)

- Unlock gate to Pre-school's playground.
- Staff to check toilet area, make sure there are enough hand towels, soap and toilet paper, that the toilets and sinks are clean and that the floor is dry.
- Check main area, that plug sockets are covered, tables and floor are clean and dry. Make sure that the 'ramp' door is locked.
- Kitchen area - turn on hot water. Make sure fridge is working and that the area is clean and tidy. Make sure stair gate is closed to prevent access to children.
- Fire door must be clear.
- Set up registration.
- When ready, staff member to open door to playground and remain there to welcome parents/carers and children and to ensure that Pre-school children do not leave.
- Other staff members to direct children to sit down for registration.
- Parent/carer to notify staff if their child is to be collected by another adult. 'Permission for Other Adult to Collect Child' form to be completed by parent. These can be found in the pink wallet pinned to the notice board. See 'Non Collection of Child Policy'.
- Parent/carer to notify staff if medication needs administering and a 'Permission to Administer Medication' form must be filled in. Copies in the Medical file which is located in the locked filing cabinet. See 'Administering Medicines Policy'.
- Once all children have arrived, the gate to the playground will be locked. Preschool's door to the playground will also be locked. Keys hang on the left hand side of the door.
- The formal register for our records is taken or children self.
- All staff are made aware of any medication to be administered, other adults collecting children or any other relevant information that is important about a child.

At the end of the session the following procedures should be followed:

- Children will sit at the table's and will be called when the staff member who is manning the door has seen the child's parent and/or carer arrive to collect them.
- A staff member will unlock the main door of Pre-school and remain there until all the children and parents have left, ensuring that all children and siblings leave with their parent/carer, or designated person. A member of staff will stand on the playground gate, to double check children leave with parent carer.
- If a child is to be collected by another adult check the child's password in their file, and ask collecting adult to verify password. The collecting adult also needs to sign the 'Permission for Other Adult to Collect Child' form, completed by parent - which can be found in the pink wallet pinned to the noticeboard. See 'Non Collection of Child Policy'.
- Remaining staff will supervise the children sitting at tables. When ready a member of staff will check to see which parents/carers have arrived. When parent/carer has been seen the child will then be called to leave the quiet area and go to parent/carer, or designated adult.
- If an unknown adult arrives to collect a child they will be asked for the child's password. If they do not know the password the child's parents/carers will be called to authorise collection by the unknown adult. See 'Non Collection of Child Policy'.
- If a parent/carer is late then refer to the Left Child Policy for action to be taken.