

Arrivals and Departures

Arrival and departure of visitors, must be recorded in the 'visitors book'.

Arrival

At Bierton Pre School we will give a warm welcome to each child and their parent/carer on arrival.

The pre school door is opened at 9:30 am by a member of staff who will welcome you and the children into the setting.

Staff should be vigilant at all times and inform the manager/deputy if anyone approaches who is unknown to them.

A member of staff will stay at the door to let parents/carers out when the children are settled and make sure the door is locked after the last person leaves.

Parents/carers are requested to:-

- encourage your child to find their name in the cloak room and hang up their coat, bags should be placed on the floor just outside the cloak room.
- remind children to find their name label and post it in the post box.
- encourage your child to select an activity for free play time with members of staff, key people where possible.
- inform a member of staff of any specific information which needs to be recorded.
- If your child requires medicine during the session staff must ensure that our policy for administering medicines is adhered to.
- leave the setting as promptly as possible if your child is settled.
- on leaving the setting please make sure there is a member of staff to let you out and lock the door behind you.

Departures

Please tell us who is collecting your child if it is not the person who dropped off.

Parents/carers should complete the collection register prior to leaving the setting.

Please ensure children are collected on time at the end of their session.

The door is opened by a member of staff who will only allow access to recognised persons.

The member of staff on the door will not allow children to exit the setting without their parent/carer.

We have a password system in place for the safety and security of the children, parents are required to provide a password on registration.

Only persons authorised by parents to collect the child should be given the password.

We will never let a child leave the setting until we are sure of that persons' identity and authority to collect the child.

Parent/carers are requested to:-

- check your child's drawer and the painting table.
- make sure you have all belongings as we have limited storage.

This policy was adopted by the Bierton Pre School Committee

Date: **11th March 2019**

Signed:.....

Name: **SARAH HEARN**

Role of signatory: **CHAIRPERSON**

Signed, all staff: