

Arrivals and Departures – COVID-19 Safe

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

QR code for Track and Trace should be scanned if possible, if not, contact details should be collected for the purpose of informing visitors of any cases of COVID-19.

Face covering should be worn by visitors. Hand sanitiser should be used on entry and exit.

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

Arrival

The pre school door is opened at 9:00 am and 9:30 am by a member of staff.

- Please arrive on time.
- Please tell us who is collecting your child if it is not the person who dropped off.
- Wait at the bottom of the steps (not at the door) social distancing at all times.
- Staff will welcome children at the door, no parents/carers should enter the building once children have settled into pre school.
- Staff will sanitise children's hands on entry.
- Parents/carers should inform the member of staff at the front door of any specific information which needs to be recorded.
- If your child requires medicine during the session, please speak to the member of staff at the front door. Staff must ensure that our policy for administering medicines is adhered to.

Departures

The pre school door will be opened at 12:00 pm and 2:30 pm.

- Please ensure children are collected on time at the end of their session.
- Wait at the bottom of the steps (not at the door) social distancing at all times.
- Children will be called to the door when we see/recognise parent/carer, a member of staff will help your child out to you.
- If you need to collect your child before the end of the session e.g. for dentist, doctor appointments, please notify a member of staff and arrangements will be made to bring your child to you when you arrive. Please wait at the bottom of the steps.
- Any conversations with parents must be held observing social distancing rule.
- **Please wait out of sight of the children as they can become distressed if they see you before home time.**

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.

Signed, all staff: