



## **Arriving and Departing Policy**

Date: 19/04/2021

Review Date: 19/04/2022 (or when required)

### **Statement:**

The safety of our children is of the utmost importance at Pippins Preschool. We ensure that all children and families are received with a warm welcome.

### **Aim**

- To keep every child at Pippins Preschool safe, to ensure all staff follow this Policy when children and their families arrive and leave our setting.

### **Procedure**

- This Policy should be read in conjunction with our Uncollected Child Policy;
- Our sessions are 9am-12noon, 12noon-1pm and 1pm-4pm;
- Children due in each day are already logged on the sign in/out sheet with their session times next to their name;
- When that particular child arrives, the arrival time is noted;
- When that particular child leaves, the departure time is noted;
- At the top of the sign in/out sheet there is a section where the number of children due in for each session is noted. If we are informed that a child is not attending their session the figure is altered;
- Parents / carers and children on arrival are asked to be at Pippins Preschool on time at 9am, 12 noon or 1pm depending on their session. Doors are opened and parents / carers escort their child into the premises. We ask parents / carers to encourage their child to hang up their bag and coat and put away their lunch box.
- A member of staff will be at the door or gate at all times during drop offs;
- Parents / carers will escort their child into the main room or garden where the rest of the staff will be ready to welcome the children. Once the parent / carer leaves the premises the child becomes the responsibility of Pippins Preschool;
- If the parent / carer has to inform us of anything, fill out a Medication Form or an Incident At Home Form, they are asked to wait until all the children have arrived and other parents / carers have left before the attention is taken away from the person who is manning the door. This way the member of staff who is in the main room or garden with the children does not need to take her/his attention away from the children;

- At pick up time, i.e. 12noon, 1pm or 4pm (depending on session), the door is opened and the children due to go home at that time will be sitting in the playroom or on the decking waiting for their parent / carer. To ensure a smooth pick up, children will normally be ready with their coats on and bags ready to be collected;
- A member of staff will be at the door at all times during pickups;
- The children who are staying for their next session will be in the main room with the rest of the staff;
- During the times of 12noon and 1pm when children are both arriving and leaving, the children that are leaving the premises are dealt with first. This is to avoid a messy and confusing transition;
- If a parent / carer has an Accident or Incident or Medication Form to sign they are asked to come into the building and wait to talk to the staff member;
- The staff member will ALWAYS be at the door during arrival and departure times to ensure a child whose parent / carer hasn't arrived does not try to leave;
- Parents who collect their child late will incur a late collection fee.