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Mucky Pups Pre-School

Arrival and departure procedure

Aim

The aim of this policy is to ensure the safe arrival and departure of all children and adults from our setting ensuring the safeguarding and well being of those within our care.

\*PARENTS ARE NOT PERMITTED TO USE THEIR MOBILE PHONES WHILST IN THE SETTING. ANY PARENT DOING SO WILL BE ASKED TO PUT AWAY THEIR PHONE OR LEAVE THE SETTING\*

On arrival;

Mucky Pups doors open to welcome children and their families from 8.30am for a morning session and again in the afternoon session from 1.00pm. Children and their families will be asked to remain outside Mucky Pups until the beginning of their session times to ensure that staffing ratios and safeguarding procedures remain correct at all times.

* We ask that parents accompany their child in to the setting, this is to help build up strong relationships between parents, children and the key worker.
* All children and their families will be greeted by a staff member and where possible their own key worker.
* Parents should assist their child where needed in the cloak room in hanging up their outdoor clothes on their own peg.
* All children will have a peg with either their picture or initial letter of their name on. Children are also asked to put their lunch boxes on the lunchbox trolley.
* Parents can then accompany their children back in to the main room where the member of staff who greeted them upon arrival will sign them in to our daily register.

ALL ARRIVAL TIMES MUST BE WRITTEN IN TO THE DAILY REGISTER BY A STAFF MEMBER AS EACH CHILD ARRIVES AT THE SETTING.

On departure;

All children are expected to be collected by the end of their session which will be either 1.00pm for a morning session or 5.30pm for an afternoon session.

This is to ensure the safeguarding of your children and that staff ratios remain correct for the beginning of an afternoon session and in the afternoon sessions so staff can leave the premises at the end of their day.

* When collecting children from the setting we ask that parents wait outside until let in to the setting by a member of staff.
* Staff will then be able to check the identity of adults entering the building and be able to ensure appropriate people are collecting the correct child.
* We will never allow a child to leave the premises with an alternate collector without prior arrangement and consent from the child’s parent/main carer.
* In all cases we ask that a parent/main carer bring the person to meet us before hand; where this is not possible, we ask that parents/main carers agree a suitable password with us before we will allow the child to leave.

ALL DEPARTURE TIMES MUST BE RECORDED ON THE DAILY REGISTER BY A MEMBER OF STAFF AS EACH CHILD DEPARTS THE SETTING.

We ask that all parents/carers are aware of session start and finish times and pick children up promptly at the end of their sessions.

Session times are:

AM: 8.30 – 1.00 PM: 1.00 – 5.30 Full day: 8.30 – 5.30

Parents/carers of course are welcome to pick their children up at any time during their sessions.

* NB: Children must be supervised closely during ‘High risk’ times such as when other children are arriving or leaving with their parents. During times when a lot of children arrive/leave (AM drop off, 1PM pick up/drop off and 5.30 pick-up) a member of staff will be designated to ‘being on the door.’ This means they are responsible for seeing all parents and children out through the nursery door. This is to ensure no children leave the room without the person who has collected them. If this member of staff needs to move away from this for whatever reason (EG: writing an accident form/ dealing with an incident) they must ask a member of staff to take over form them.

Date policy adopted on:2nd September 2019 Date for review: 2nd September 2020

Signed: Position: Manager