![MC900057619[5]]()

Mucky Pups Pre-School

Arrival and departure procedure

Upon arrival at Mucky Pups Pre-School we ask that parents and children wait outside until a staff member lets them in. All children 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 and to hang them 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.

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.

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

Date Procedure adopted on: ......................................................... Signed: ................................................

Date for review: .......................................................