



Arrival and Departure Policy

A unique child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe	2.2 Parents as Partners		

Statement

When parents/carers enter their children into The Village pre-school E17 provision they are in effect entering into a contract with the setting. Within this contract they will have certain expectations of the group and the group will have expectations of the parents/carers.

One of the main issues that needs to be discussed and agreed is the matter of time keeping, and procedures that need to be followed in order to ensure that consistency of care is maintained for children at all times.

The arrival and departure times in a group setting can be hectic and demanding, particularly for staff when parents/carers may wish to share pieces of information regarding their children, as well as the children wanting immediate attention. This can lead to situations where children may easily gain access to an open door and groups may find themselves in a situation where a child could be at risk.

There needs to be formalised structure to these times for instance.

ARRIVAL

Parents/carers should be encouraged to bring their children on time, allowing the children to participate in all the aspects of the session. Late arrival also impacts on the other children and the staff having to leave what they are doing to answer the door.

Children should be handed over to staff at the main door as quickly as possible to minimise the risk of another child trying to leave the building.

They should be made aware that they will be expected to bring their child into the group and settle their child, if the child is very upset

Up until this point the parent/carer is still responsible for the child.

DEPARTURE

Parents/carers should be encouraged to arrive on time to collect their children. This reinforces the child's confidence about attending the group, and allows staff to share aspects of the session with parents/carers.

The end of the session should be structured in such a way that children would not be taking part in activities that have immediate access to the exit

Children would then be handed over to parents/carers and become the responsibility of their particular parent/carer, whether inside or outside the building with immediate effect, regardless of location. If older siblings/ relatives are to collect a child, they must be over the age of 16, proof of age maybe required.

Up until this point the child is still the responsibility of the pre-school staff.

There will be occasions when parents/carers for no fault of the own may not be able to keep to these procedures. But even in these times parents have the responsibility to ensure that the group are aware of the situation as soon as possible and the welfare of the child is catered for.

Please ensure that you contact the pre-school and let them know as soon as possible.

If a child needs to be collected early from preschool due to collection of an older sibling from school, parents/carers should inform the preschool in writing. Early

collection times are either 2:30pm or 2:45pm. Parents/carers are asked to stick to these times as staff cannot be opening the door at different times. This is for the safety of all children.

To follow on from the arrival and departure procedures we have formulated a non-collection of children policy, which takes into consideration the procedures which need to be followed should a child be left at a group for a long period of time without any contact from the parent/carer or being unable to contact any of the emergency numbers provided.

In the event that a parent is repeatedly late in collecting their child, a verbal warning will be given that charges for lateness will apply.

If the lateness persists, then that parent will be asked to pay those charges. Current charges for late fees are listed in the Fees Policy.

Parents/carers are respectfully asked not to use their mobile phones when dropping off and/or collecting their child.