**St Philip's Pre-School**



**‘Growing and learning together with kind words, kind hands and a kind heart’**

**Arrivals and Departures Policy**

**Introduction**

It is the policy of the pre-school to give a warm welcome to all children on their arrival to Pre-school.

Staff can access Pre-School by entering using a fob assigned to them. Only authorised personnel have access to this.

Parents and visitors must knock on the door and wait for the door to be opened. This is to be done by staff to minimise the risk of unauthorised people in the setting.

Unauthorised persons are not permitted to open the rooms to anyone at any time.

Parents are to be asked to be careful when arriving and departing and are asked not to open the door for any other parents/visitors

There is a visitor sign in book on the front desk. All visitors will be signed in and identify the purpose of their visit. All visitors will be asked to provide photo ID before entering the setting, however due to Covid restrictions as of 10/1/2022 all visits have been suspended.

**Arrival Procedure**

**. Please can we ask that all parents/carers adhere to the correct dropping off and collection times.**

**Staff will lock and unlock the gate at the specific collection and dropping off times during the day as the gates must be locked for the safeguarding of all of the children.**

· All children will be greeted at the door and will be brought into their main room by a member of staff, due to on-going Covid restrictions as of 10/January 2022 we are still operating a limited access in to pre-school, therefore we will continue to ask parents to drop children at the main door and not enter pre-school.

· The person dropping off should give their child their own personal belongings to carry into pre-school to encourage their child’s independence.

**Some of the information exchanged at drop off will be as follows:**

· What they have eaten before attending Pre-School

· Are they in good health? If not, what are the problems?

. Has the child been poorly during the last 24 hours?

· Who will collect them at the end of the session?

· Have they had medication in the past 12 hours? If yes what?

· The arrival and departure time of each child will be recorded on the registers.

· Any specific information provided by parents should be recorded and passed onto the relevant member of staff/key person.

· If a parent/ carer requests that their child needs to be given medicine during the day the staff must ensure that the medicine is prescribed and signed by the doctor, in the original packaging and it is in date. Following this, a consent form is to be completed and signed. Also, it is staff's responsibility to ensure that correct dosage and course guidelines are followed. (Staff should follow administration of medicine policy). The only medicine we give is antibiotics, and this is only if it is prescribed four times a day, please ensure if your child needs an Inhaler, Epi Pen or insulin for diabetic children then a duplicate must be kept at pre-school.

· If a child has an existing injury, bruises, bump etc… Parents/ carers have a responsibility of informing staff of this when dropping the child off and should complete a pre-existing injury form.

**Departures**

Collecting children from Pre-School is in principle the same as for arriving set out above.

Parents must make themselves known to a member of staff of pre-school, the member of staff will then call for each child, they will then be handed over to each parent.

Parents arriving late at the end of the morning session between 11.45am and 12.15pm will be charged £2.50, then £15.00 afternoon session fee from 12.15pm onwards.

Parents arriving late at the end of the afternoon session after 3.15pm will incur a late collection fee of £5.00, for the first 15 minutes and £2.50 for every 5 minutes thereafter which is revised periodically.

All fees will be given at the end of each week via invoice.

**Arrivals and collection security**

Departure arrangements at registration

Upon registration parents must provide names for persons other than themselves to collect their child, at least two named persons are required and full contact details are required in cases of emergency.

Children will only be released from the care of the Pre-School to individuals named by the parent and recorded on their relevant entry record.

**Departures – Extra**

St Philip’s Pre-school operates strict arrivals and collection procedures.

In the event of children being collected by those other than those named and recorded the following applies:

The parent must inform Pre-School without delay that they will not be able to collect their child. To help checks identify the manager or person in charge will call the parent back to discuss the details given by that of the person wishing to collect a child. A unique password set between parent, collector and Pre-School must be used and received before handing over a child into their care.

The parent must ensure that a \*suitable person will collect their child in their absence. \*Suitable persons must be over 16yrs old and be capable of caring for the child in the absence of the child’s parent.

If the Pre-School is unable to identify the person with the details provided by the parent, unfortunately Pre-School will still not be able to release the child from its care.