

# ST ALBAN'S PRE SCHOOL

## 1.10a Arrival and Departure Policy

St Alban's Pre School offers flexible care for children and their families. Full day sessions run from 8.45am until 3pm and morning only sessions from 8.45am until 11.45am or 12.15pm including lunch club. Afternoon sessions run from 12.15pm until 3pm.

The Pre School door is opened at 8.45am for the morning session and at 12.15pm for the afternoon session. Children will not be accepted before this time. The Pre School manager or Deputy in charge will welcome the children and exchange information with parents and carers. A member of staff remains at the front door for the duration that it is unlocked.

Parents and carers will be responsible for removing the child's outdoor clothing and placing it on the appropriate peg in the morning.

Pre School staff should be informed in advance if children are going to be later than this time. The door is then locked until the end of the session. If children are to be collected earlier than these times then staff should be informed in advance.

A person named on the registration form should collect children. All children have an individual password chosen by their parent/guardian, which is written on their registration form. If parents can not collect their children from Pre School, they should advise the designated collector of the password as Pre School staff will not permit a child to be collected by anyone not known to them.

In emergency situations, Pre School staff should be contacted before the end of the session.

Children are dismissed individually. Parents and carers wait outside the Pre School gate until the person in charge hands over the child. If parents or carers want to speak to a member of staff they are very welcome to stay behind after all the children have departed.

A person under 16 years of age may not collect a child even if the parent is waiting in the car nearby.

### **Non-collection of a child**

If a child is not collected at the appropriate time, a member of staff will contact the parent or carer first and then any other person named on the registration form. If neither parent nor emergency contact person is available, 2 members of staff will wait with the child at the Pre School for up to an hour. Steps will then be taken to ensure a place of safety for the child by contacting social services or/and the police.

If a child is regularly collected late, the situation will be discussed with the parent or carer and support offered where appropriate. Regular late collection for no good reason may mean the Pre School place is withdrawn.

### Register of Children

Children are logged into our online registration system on entry which logs their time of arrival. When a child leaves the Pre School they are logged out of the system.

This policy was adopted by	<u>St Albans Pre School</u>	<i>(name of provider)</i>
On	<u>23 June 2022</u>	<i>(date)</i>
Date to be reviewed	<u>23 June 2023</u>	<i>(date)</i>
Signed on behalf of the provider	<u><i>Elaine Mercer</i></u>	
Name of signatory	<u>Elaine Mercer</u>	
Role of signatory (e.g. chair, director or owner)	<u>Head of Pre School</u>	

### Other useful Pre-school Learning Alliance publications

- Safeguarding Children (2013)