



Arrival and departure of children policy

Arrival

Early arrival – 8.30am. The main hall door is unlocked at 8.30am then locked again once children are inside the building, with a staff member remaining at the door until it is locked.

9am – a staff member unlocks the main hall door and remains here until the last child is in the building. A second member of staff is posted at the internal hall doors to help the children register their arrival and ensure that children do not exit the hall whilst the front door is unlocked.

Parents/carers are expected to drop their child off at the main front door of the Pre School into the care of The Pre School staff who will be waiting to greet the children. Children are expected to wash their hands with soap and water before being brought into the main hall, a member of staff will be in the bathroom to assist with this.

One member of staff is positioned at the front entrance door to take any messages from parents. Another member of staff is always stationed at the door to the main hall logging the arrival of children coming into the Pre-School to monitor the children's movements thus ensuring that no child leaves the hall unsupervised. Other staff are available to speak to parents as required.

There are labelled boxes for water bottles and lunchboxes to be placed in, prior to the children entering the building. Staff transfer these to the correct places.

In the main hall there is a tree where children can self-register by finding their name and adding it to a hook on the tree. Staff will help children identify their name and hang on the tree as required.

The front door will be locked at 8.40am and then again at 9.15am after both arrival times have passed. The door bell can be rung by late arrivals.

Departure

Collection is from the side hall door. A member of staff will be in charge of opening the door and dismissing the children into the parents' and carers' care. The collection times will either be 12 midday, 1pm (lunch club), 3.15pm or 4.15pm (extended hours).

Please leave the premises promptly as the staff need to clear and clean the premises before leaving or getting ready for next session.

If any accidents need to be signed for this will happen at this time and the top carbon copy given to Parents and Carers to keep.

Staff at the door will follow written instructions from the home-time book to ensure that the children safely depart from the setting. If a child is meant to go home with someone and this instruction has not been written in the home-time book or emailed in, a quick phone call will be made to the parent/carer to confirm, this will then be added to the home-time book and signed by staff member and the person collecting.



If you arrive late to collect your child, you will be asked to sign a 'Late book'. Please be aware that we keep a record of times in and out of the premises. If you are repeatedly late you will be charged a fee. This is also a safeguarding matter as children not being collected on time can put us out of staff/adult ratio.

A register is taken where non-attendance along with late arrival is recorded. If regular non-attendance is recorded and gives cause for concern we will speak with parents and carers and may need to share/pass this information onto any relevant safeguarding agencies and seek advice. We may also contact another setting that the child attends.

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date:

This policy will be reviewed: Spring 2027

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: