

Watery Lane Preschool

Arrivals and Departures Policy



Policy statement

The preschool will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of the session.

Procedures

It is the responsibility of the Supervisor to ensure that an accurate record is kept of all children in the preschool, and that any arrival or departure to and from the premises is recorded in the Register. The Register will be kept in an accessible location on the premises at all times (for exemptions to this see the Outings Policy). This process will be supplemented by regular headcounts during the session.

Copies of daily Registers will be kept by the preschool for at least 4 years.

Session Times: Morning Sessions 8.45am – 12.00 noon

Afternoon Sessions 1.00pm – 3.15pm

We also operate a lunchtime club from 12noon to 1.00pm. This is available to children attending morning and afternoon sessions.

We offer a Breakfast Club from 8.00am – 8.45am which is also open to children attending St. Michael's School. Children arriving before 8.30am will be offered breakfast. At 8.45am school children will be escorted to their classroom by a member of preschool staff.

We offer an after school club for children attending Watery Lane Preschool which operates from 3.15pm – 5pm during which time a snack will be offered.

Arrivals

A member of staff will greet children and parents on the outer door as they sign-in to reduce confusion in the foyer and the associated risk of children leaving the premises un-noticed. The member of staff on the door will sign children in on the online tapestry register on entry.

For morning sessions the children will also register themselves by placing their name-card on the Register Board as they arrive. A member of staff will be responsible for overseeing this. In addition a written Register will be taken within 10 minutes of the start of the session. The children will use their name-card throughout the session to indicate whether they are playing indoors or outside.

For Acorns sessions the name-cards will be produced as the Supervisor feels the children are ready to self-register. The written Register will again be taken within 10 minutes of the start of the session.

At any session any parent/carer remaining on the premises when the written Register is taken will be asked to sign in on the Staff/Visitor's Record Sheet.

If a child arrives after the written Register has been completed the Supervisor will ensure that the Register is updated with their attendance and the time of their arrival. The child will be helped to add their name to the Register Board.

Departures

At the end of each session a member of staff will be on duty at the outer door to ensure that no child is able to leave the premises unaccompanied and will sign children out on the online tapestry register.

When adults collect children they will be signed out, recording the actual time of departure.

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. The adult nominated to collect the child must be named on the Admission Form. Only adults – aged 16 and over, and with suitable identification, will be authorized to collect children. Collecting adults will be asked for the child's password if they are unfamiliar to staff.

No adult other than those named on the Admissions Form will be allowed to leave the preschool with a child. In the event that someone else should arrive without prior knowledge, the preschool will telephone the parent/carer immediately.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this when the child is brought to preschool. If the designated adult is late in picking up the child without prior warning, the provisions of the Uncollected Child Policy will be activated. Fees may then be payable as stated below.

If children are collected before the end of the normal session time, the Register will be marked to show that the child has left the premises and the time of departure will also be recorded. The name-card will also be removed from the Board.

A child who is not collected promptly will stay in the charge of two members of staff until either the parent/carer collects the child, or the child is handed over to the Duty Social Worker (please see the Uncollected Child Policy). At the discretion of the committee payment will be due for the additional staffing as detailed below.

Late collection charges:

During operating hours: a 10 minute grace period is allowed, thereafter, time will be rounded up to the next half hour for billing purposes.

After hours: a £5 fee will be applied for late collection beyond operating hours.

Persistent late collections beyond operating hours (After School Club): the Preschool reserves the right to terminate the child's place.

Where a parent/carer arrives to collect a child and they appear to be under the influence of drugs and/or alcohol they should be invited to remain on the premises whilst the manager or supervisor attempts to contact an alternative contact from the pick up list to collect the child. If the parent /

carer refuses to remain and the manager or supervisor believes that they will be driving then the police should be called (999). If at any point the parent/carers becomes abusive then the police should also be called (999).

Absences

If a child is going to be absent from a session, parents/carers must indicate this to the preschool in advance. This can be by leaving a message on the preschool's answer phone.

If a child is absent without explanation staff will attempt to contact the parents/carers to try to ascertain the reasons for this and a log kept of such actions.

Regular absences from preschool could be an early sign and/or symptom that a child or family may be encountering difficulties and might need support from the relevant statutory agencies. The preschool and its staff will always try to discover the causes of prolonged and frequent absences.

Responsibilities

On arrival, the preschool is responsible for the safety and well-being of the children from the time that they have been signed in by the parent and have placed their name-card on the board. Until this time they remain the responsibility of the parent/carers.

On departure a member of staff will be on duty at the exit to ensure that all children leave with an appropriate adult. Once the child has been signed out they again become the responsibility of the parent/carers. Carers should be aware of the possible dangers of allowing their children to proceed to the gate unaccompanied and of the road outside the school premises.

Visitors

All visitors to the preschool will be required to identify themselves via the intercom, showing proof where necessary, and to sign the Visitor's record sheet. At no time will any visitor be unsupervised with children.

Departing visitor's will sign out and be escorted out of the preschool and through the outside doors.

EYFS General Welfare Requirement:

- 3. Safeguarding and Welfare Requirements
 - ❖ 3.61 Providers releasing children
 - ❖ 3.75 Records of attendance

Links to legislation, policies and procedures

- **Link to: Covid-19 risk assessment and Covid-19 procedures during the coronavirus period**
- Childcare Act 2006 / 2016
- Uncollected Child Policy, Health & Safety Policy, Risk Assessment, Safeguarding Children and Child Protection Policy, Pre-school Contract, Fees Policy, Visitor's Signing In Record.

A unique Child	Positive Relationships	Enabling environments	Learning and development
1.3 Keeping Safe	2.1 Respecting Each Other		

This policy was adopted at a meeting of **Watery Lane Preschool**

Held on _____

Signed on behalf of management committee _____

Name of signatory _____

Role of signatory _____ Date to be reviewed _____