



45) Arriving and Departing Policy

At Kingdom Pre-School we firmly believe that the safety and welfare of the children in our care is paramount. For that reason this procedure has been implemented to protect the children as they enter into and exit the Pre-School. We ask that all parents have a good understanding of this procedure and follow the basic safety guidelines.

Arrival

- On arrival at the Pre-School, please wait at the gates at the side of the building. The Pre-School has its own entrance and the entrance at the front of the building should not be used.
- At both 8 am and 9 am, a member of staff will open the gates allowing access to the entrance hall. This is to make sure that the door and gates to the Pre-School aren't opened unnecessarily. Parents/Carers are to accompany their children to the entrance hall.
- In the entrance hall, chairs have been placed for the children to sit on whilst they are assisted by their parents/carers to take off their coat and shoes. A coat stand has been provided to hang coats on and a white metal trolley has been provided to put shoes and lunch boxes into. These will be removed once the session has started and placed in the main playroom to allow free play both inside and out. We encourage the children to be as independent as possible and to collect their own coats etc.
- We have a self-registration board in the entrance hall. A basket with the children's photos and names will be found underneath the black castle board on the wall. This is for the children to find a picture of themselves and place them on the Velcro on the board when they arrive at the Pre-School.
- A member of staff will remain in the entrance hall to welcome all our families in, help out where possible and to answer any general questions a parent/carer may have.
- A member of staff will also stand at the gate leading into the main play room. A signature will be required on our register. We would like to encourage our parents/carers to allow the children to separate from them here but recognise that this won't be the case for all our children. Parents may go into the main room whilst settling their child but as soon as the



child becomes confident, we would like to discourage parents from going into the main playroom. This is for safeguarding reasons but also recognising that children may feel less comfortable with unfamiliar Adults around them. We would also like to encourage the children to become independent. We will provide opportunities throughout the year for children and their parents/carers to look around the Pre-School, observe the activities they have been doing and talk to the staff/key workers.

- We would encourage parents/Carers to be happy and confident that when they leave their child in our care at Kingdom Pre-School, they are happy. Occasionally, it may be that a parent leaves their child whilst the child is still a little upset. In this situation, the Manager will agree with the parent/carer an amount of time that they would be prepared to leave the child unhappy. It may be that some distraction and activities with the child's key worker will settle the child and they become less distressed. At Kingdom Pre-School we do not believe that leaving a child distressed for a prolonged amount of time is in the best interest of the child. We do recognise that each child is individual and this is why each situation will be dealt with on an individual basis with the support of the parent/carer.
- It will sometimes be the case that a family may be running late or have an appointment which will mean that the child won't be arriving at the same time as their peers. In this situation, there is an intercom system next to the gate. Please push the button and wait for a member to answer you. A member of staff will come and open the gate and allow you into the entrance hall. The above procedures should then be followed.

Departing

- At the end of each session at Kingdom Pre-School, a member of staff will open the gates for parent/carers to enter into the entrance hall.
- Another member of staff will accompany children who will be going home to the inside gate (in the entrance hall). Children will be released to their parents/carers on an individual basis and a signature will be required. A report to each parent/carer will be given verbally on how the session had been for their child and any forms that require a signature can be completed at this time. **No Child** will be released without a signature or to an unexpected person.
- No child will be released to anyone under the age of 16.



- Each child will have a named pocket on the wall and any information, artwork, newsletters etc., will be placed here. It is the parents/carers responsibility to check these.
- The children may also remove their picture from the self-registration board and replace it back into the basket.
- If any child is not collected we will refer to our Uncollected Child Policy.