



## 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 and departure at the Pre-School, please wait at the front door until a member of staff opens it. During the 9am, 12pm, 1pm, 3pm and 4pm you will be welcomed by someone from the management team. Other times of the day you may be welcomed by other members of staff. If you would like to see someone from the management team please ask the member of staff that welcomes you.
- In the entrance hall, outside Lambs and the Lions room your child can hang up their belongings on their peg and drop off their lunch box on the designated units. 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 Lambs room, where a basket with the children's photos and names can be found. This is for the children to find a picture of themselves and place them on the Velcro on the board when they arrive in Lambs. The Lions room has a self-registration tree that they find their name label and hang it on the tree on arrival.
- A member of staff will also stand at the gate leading into the Lions room. A signature will be required on our IConnect 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 Lions 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 Lions room,



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.

## Departing

- 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 draw outside Lambs and inside the Lions room where any information, artwork, newsletters etc., will be placed here.
- The children may also remove their picture/label from the self-registration board/tree and replace it back into the basket.
- If any child is not collected we will refer to our Uncollected Child Policy.