

## Arrival and Departure Procedure.

At Flying Start Preschool, we give a warm welcome to every child and family on their arrival.

Parents are to take responsibility for their child/children before registration and after signing out even if they remain on the surrounding premises.

### **Arrivals**

- The Preschool door will open at 9am.
- Parents are asked to line up outside and ensure children do not play with any equipment set up on the playground.
- Parents help their children to put their water bottles, lunch boxes and library bags into the correct boxes and then witness their child walking into the cloakroom.
- A member of staff will greet your child in the cloakroom and help children to put their belongings on their peg.
- Children will then enter the hall, find their named log on the registration table and hang it onto our board.
- A staff member will mark the time of arrival on the register for each child.
- Once all children have arrived, the main door and gate will be locked. Two members of staff will do a head count.

Registers will be filed and kept in the locked filing cabinet, these are transferred annually into the years file box and stored.

The register will be marked with:

'I' to indicate they are absent due to illness,

'E' explained reason for absence,

'M' for a Medical appointment

U' unexplained reason for absence,

'R' religious observance,

'H' indicates they are on holiday of 10 days or less,

'F' holiday of more than 10 days (contact EYFE team or FEET team),

'Y' setting unable to open.

Parents are asked to inform us of the reasons for their absence. If a child on Free Entitlement is absent for more than 10 days in concession or has infrequent attendance then the EYFE team will be notified.

If the parent requests the child is given medicine during the day, the staff member must ensure that the medication procedure is followed.

The adult dropping off the child, must inform the staff member of any new injuries and complete a Pre-existing accident/Injury form.

If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. Photo identification or a password are also required for the designated adult to collect. Parents are informed about these arrangements and reminded about them regularly.

When staff arrive at the setting, they are required to sign the time in and out, located on the registration trolley by the main doors.

## Departures

Children will be dismissed from the main door one by one to the adult collecting. The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent before departure. Where applicable, all medicines should be recovered from the medicine box/fridge after the parent has arrived and handed to him/her personally. The medication policy is to be followed regarding parental signature.

The preschool will not release a child to anyone other than the known parent unless an agreement has been made at the time of arrival. In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated person of the agreed procedure and contact the nursery about the arrangements as soon as possible. If in any doubt the nursery will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy).

On departure, the staff member releasing the child must mark the child register immediately marked to show that the child has left the premises.

**Adults arriving under the influence of alcohol or drugs** - Please refer to the alcohol and substance misuse policy.

### Arrivals and departures of visitors

Visitors are also required to sign themselves into the visitor's book and state the purpose of their visit and show some kind of identification verifying their identity.

Other policies that may overlap with this policy and procedure are:-

Admissions and Settling Policy.

Registration Forms.

Welcome Pack.

Procedure in the event of a child not being collected.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>
<i>07/01/2024</i>	<i>Sarah Maynard</i>