

Severn Beach Preschool
Procedure for arrival and departure of children

- On arrival at preschool children to be entered into register by staff member.
- Children will register themselves using self registration cards.
- Staff member to remain on entry duty until 9.00 am (or until the last child arrives) when they will be responsible for writing up numbers and locking the gate. The gate will be reopened at 11.45 for morning session collection and locked again as the last child leaves. It will be reopened for the afternoon session at 12.15 and locked again at 12.30 or when the last child has arrived. Staff will be vigilant at this change over time, children staying for lunch and into the afternoon will be supervised inside during this time.
- Children who arrive after 9.00 am/12.30pm will be entered into register on arrival.
- All visitors to preschool will be entered into the visitors log book with time of arrival and departure.
- Total numbers of children, staff, parent/carer helpers, visitors will be entered onto white board and amended as necessary throughout the morning.
- Children will be head counted at morning circle time and at points during the session. In the afternoon this will take place at around 12.45 and throughout the session.
- On departure from preschool a staff member will supervise door and will remain in position until all children have departed with their named adult.
- If that staff member's presence is required elsewhere they must ensure another staff member covers the departure of the children.
- Children will be permitted to leave only with those named on contact sheet or as previously advised by parent/carer. If person collecting child is not on contact sheet, parent/carer must inform staff prior to collection and a

password may be required if the collecting person is not known to staff.

The password should be different each time.

- If child is not collected at their expected collection time and preschool has not been informed why, staff members will telephone contact number to establish who should be collecting child.
- If child is not collected within half an hour and preschool has undertaken steps to contact a named person preschool will inform Social Care via ART and the manager/deputy manager will remain with child until situation resolved.
- If parent/carer has notified preschool that they will be late collecting their child the manager or deputy manager will remain with child until they are collected.
- Parents may incur an additional charge for late collection.
- Late fees will be charged at £10 for the initial late arrival and after 10 minutes £10 for each subsequent 5 minutes. Discretion will be applied in exceptional circumstances.