



Arrivals and Departures

On arrival please help your child/ren to settle by encouraging them to hang their coat etc. on the pegs provided, if they need any help please encourage them to go to an Auntie who will help them. (All items of clothing should be clearly labelled with the child's name.)

It is the responsibility of individual parents to ensure that their child/ren has safely entered the main hall / back hall (whichever is being used for the daily session) and they should feel free to stay with their child/ren until they are settled with an activity. The supervisor on duty will be responsible for marking the register at the beginning of each session.

The outside door will be locked prior to the registration for the safety of the children. Parents must therefore be encouraged to arrive promptly. Late arrivals cause disruptions and distractions to the smooth running of each session.

At the end of the session parents should assemble outside the building either at the gate (if back room is being used) or by the double doors (if main hall is used) to collect their children and are encouraged to be punctual. Once the doors are opened the children will only be allowed to leave the room if accompanied by their parent or nominated carer. Only named persons on the children's registration documents will be allowed to collect the children. If a parent / Carer arrived to collect a child and was deemed to be under the influence of alcohol or drugs, the child's best interest would be taken into account; therefore the Preschool Staff would not hand over the child. A staff member would telephone or visit the nominated Carers specified by the parents on the registration form to arrange for that person to take responsibility for the child. If however no one could be contacted the police or a social would be informed.

The supervisor should always be informed if someone other than the parent or nominated Carer is to collect the child; this will be recorded on the daily register by the supervisor.

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