



Registered Charity No. 1023849

Arrival and Departure Policy

Bollinbrook Pre-school offers flexible care for children and their families. Full day sessions run from 9 until 3 and morning only sessions from 9-12 or 9-1 including lunch club. Afternoon sessions run from 12-3, including lunch club from 12-1, and children can also arrive at 12.30 or 1pm if parents require a shorter session.

The pre-school door is opened at 9 am for the morning session and at 12 noon for the afternoon session. Children will not be accepted before this time. The Pre-school Manager or deputy in charge will welcome the children and exchange information with parents and carers. Children arriving at 12.30pm or 1pm will be let in individually by the person in charge. A member of staff remains at the front door for the duration that it is unlocked.

Parents and carers will be responsible for removing the child's outdoor clothing and placing it on the appropriate peg.

The outer door is double locked 10 minutes after the start of each session. Pre-school staff should be informed in advance if children are going to be later than this time. The door is then locked until the end of the session. If children are to be collected earlier than these times then staff should be informed in advance.

A person named on the registration form should collect children. All children have an individual password chosen by their parent/guardian, which is written on their registration form. If parents cannot collect their children from pre-school, they should advise the designated collector of the password as pre-school staff will not permit a child to be collected by anyone not known to them. If someone not named on the registration form is collecting the child then the parent/carer must fill in a form detailing who is to collect their child and must let this person know the password.

In emergency situations, pre-school staff should be contacted before the end of the session.

Children are dismissed individually. Parents and carers wait outside the pre-school until the person in charge calls them to collect their child. Children will exit the pre-school using the ramp. If parents or carers want to speak to a member of staff they are very welcome to stay behind after all the children have departed.

If your child is attending the 12-3 afternoon session then please allow the children leaving the building to exit first. The member of staff on the door will let you know when you may enter.

A person under 16 years of age may not collect a child, even if the parent is waiting in a car nearby.

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Bollinbrook Pre-school, Abbey Road, Macclesfield, SK10 3AT Tel: 01625 403130

Non-collection of a child

If a child is not collected at the appropriate time, a member of staff will contact the parent or carer first and then any other person named on the registration form. If neither parent nor emergency contact person is available, 2 members of staff will wait with the child at the pre-school for up to an hour. Steps will then be taken to ensure a place of safety for the child by contacting social services or/and the police.

If a child is regularly collected late, the situation will be discussed with the parent or carer and support offered where appropriate. Regular late collection for no good reason may mean the pre-school place is withdrawn.

Register of Children

Children are entered into the register on entry with the time of their arrival. When a child leaves the pre-school the time is noted in the register.

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	