

Arriving & Leaving

Policy statement

We aim to provide a safe and secure environment, where parents and carers feel confident to leave their children in our care.

Procedures

In order to maintain the safety and security of the children in our care, we will:

- Ensure all parents/carers fill in registration forms.
- Ask, at regular intervals, that parents/carers update their contact information.
- Ensure parents are aware of our start and finish times.
- Before children are in preschool, they are the sole responsibility of the parents/carers.
- Once the child's session has finished, the child is the sole responsibility of the parent/carers.
- The first session start time is 8.45am and the last finish time is 3.25pm. All children will enter and exit through the big blue wooden gate. The train barrier will be used as an extra precaution to keep the children safe when the gate is open and staff on the gate are waiting for the children's parents/carers to drop off or collect. Two members of staff are present to assist this process.
- The children's arrival and departure times are recorded through the Family sign in/out app.
- If a child does not attend their allotted session and have not reported the reason for absence through the Family app, the preschool will call the child's parent/carer within an hour of their start time to find out why they are not attending.
- We ask that parents let us know if anyone different is picking up their child at the beginning of the session by informing us through Family and/or verbally.
- If the person collecting the child is not known to preschool staff, the password given when registering will be used, (found on forms in children's file or on their Family profile). This is so that staff can be sure they are handing the child to the right person.
- Dragonflies' landline telephone number is to be given to all parents, so that in cases of emergency staff will know when and who will be picking up their child. **01297 639329 or mobile 07445 082775 used for outings and forest school.**
- If a child is not collected at the end of a session, we will follow our Uncollected Child Policy.

This policy was adopted by

Dragonflies Preschool

On

April 2025

Date to be reviewed

April 2026

Signed on behalf of the provider

Name of signatory

Role of signatory

Trustee