

Arrivals and Departures Procedure

This policy applies to both Bus Stop Pre-School and Bus Stop Forest School Holiday Play Scheme.

This policy makes up part of the Collections and Non - Collections policy and procedure.

Bus Stop Pre-School aims to provide a safe and secure environment where parents/carers feel confident to leave their children in the care of the Bus Stop team.

The Bus Stop bungalow has 2 main doors located in the rear garden:

- Front door #1 - Children arrive for their Pre-School day through this door,
- Front door #2 - Children exit through this door at the end of their Pre-School day.

Bus Stop Pre-Schools Arrivals Procedure is as follows:

Please note, to comply with our insurance company and our rental agreement with the National Trust we are unable to open the front door until 8am for Breakfast club and 9am for children attending the full day.

- Garden gate is unlocked 15 minutes before the beginning/end of a full day, allowing parents/carers to wait in the back garden. *All children remain the responsibility of their parents/carers until the front door is open to welcome children into Pre-School.*
- *The Kitchen door is a Fire Exit and is only for staff access.*
- Parents/carers to support their child to hang up their coat and bag on their chosen peg and place named pebble above peg. Parents to place Communication Book folder in the basket. Parents/carers to support children to put toys for Show and Tell in their individual trays.
- The Front door #1 is kept closed until the full day begins at 9am.
- A team member welcomes the children and parents/carers at the front door and remains by the outside steps until every child has arrived and in turn every parent/carer has left the premises.
- Children and adults enter through the Front door #1 at the rear of the bungalow. Due to limited space in the hallway, we advise that parents/carers say goodbye to children at the door.

- A team member writes down the arrival times for every child on the Register and any collection messages on the Collection board located by Front door #2.
- Staff in the classroom welcome each child and encourages the children to settle at an activity.
- Once all parents/carers have left the premises a team member locks the garden gate, closes the front door, writes down the total number of children on the register and joins the group to say the Good Morning Welcome in the Bug rug room.

To prevent the risk of intruders, unexpected visitors or the risk of children leaving the premises unattended, the garden gate has two bolts; one is placed out of the reach of children at the top of the gate and one lower down, preventing intruders reaching over the top of the gate unlocking it.

Bus Stop Pre-School Departure Procedure is as follows:

- Garden gate is unlocked 15 minutes before the beginning/end of a full day, allowing parents/carers to wait inside the garden. **All children remain the responsibility of their parents/carers.**
- **The Kitchen door is a Fire Exit and is for staff access only.**
- Parents/carers to collect their child's bag, coat, Show and Tell and Communication Book from children's trays. Parents to place their child's pebble back into named tray.
- The Front door #1 and #2 are closed until the end of a full day at 4pm.
- The team member responsible for opening the door and welcoming the parents/carers into Pre-School looks at the Collection board to see if there is any collection information before opening Front door #2.
- If a person arrives to collect a child and is unknown to the team, the Password system is put into practice. Please refer to the Collections and Non-Collections policy and Photo Collection sheet.
- The team member opening the door, stands outside Front door #2 to ensure each child has been collected by the correct parent/carer and to ensure children do not leave the premises unattended.
- One team member stands by the Bug Rug room door and calls the children by their names to be collected, when parent/carer can be clearly seen.
- A team member goes outside to parents/carers for Accident Forms or Medication Forms to be signed and returns medication if required.
- One team member remains on the carpet with the children waiting for their names to be called.

- The team member at the front door writes down the departure times of each child. Children staying for the Chill Out hour are counted and taken to the Lunch room for a late afternoon snack.
- Parents/carers arriving late to collect their children will be charged.

Breakfast Club: 8am - 9am Arrival Procedure

Please note, to comply with our insurance company and our rental agreement with the National Trust we are unable to open the front door until 8am for Breakfast club children.

- The above Arrivals procedure applies where appropriate.
- Parents can drop off anytime between 8am - 8.30am and understand they are charged for the full Breakfast Club hour.
- Children must arrive before 8.30am to ensure they have time to eat breakfast. Breakfast will not be available after 8.45am and parents arriving at this time will be asked to join the families arriving for the 9am start.

Chill-Out Time: 4pm-5pm Departure Procedure

Please note, to comply with our insurance company and our rental agreement with the National Trust we are unable to have children on the premises after 5pm.

- Parents/carers to ring the Staff Kitchen door bell,
- A team member will welcome parents into the bungalow and help a child to collect their belongings.
- Parents and children exit through the Staff Kitchen door.
- The team member at the front door writes down the departure times of each child.
- Parents/carers may collect children at any time during the hour, however will be charged for the full hour.
- Parents/carers arriving late to collect their children will be charged.
- The above Departure procedure and policy applies if an unknown person arrives to collect.

Forest School Play Scheme Arrivals and Departures

Arrival Procedure:

- A staff member stands at the picket fence gate in the rear garden, welcoming children and parents into the garden. The staff member remains at the gate until every child has arrived and every parent left.

- The member of staff in the garden writes down the arrival time of the children on the register.
- Children hang up their bags and play in the garden. (The Pre-School classrooms are not in use during play scheme).
- When all children have arrived and all parents have left the premises the garden gate is locked.

Departure Procedure:

- A staff member stands at the picket fence gate in the rear garden, welcoming parents into the garden. The staff member remains at the gate until every child and parent has left the premises.
- Parents collect their children and bags from the garden.
- The member of staff in the garden writes down the departure time of the children on the register. Parents/carers arriving late to collect their children will be charged.
- When all children and parents have left the premises the garden gate is locked.

This policy was adopted September 2006 to be reviewed annually.

This policy was reviewed September 2019 to be reviewed September 2020.

Signed by Owner _____ Manager _____