

The Frantastic Pre-School

Arrivals & Departure Policy

The Frantastic Pre-School will ensure that all children are greeted warmly and made to feel welcome upon arrival and staff will ensure that they depart safely at the end of every session.

Arrivals

- An accurate registration form will be kept of all children who attend the setting.
- No child will be admitted into the setting until the registration form is complete with all necessary information as identified in the EYFS.
- A register will be kept; arrival and departure times of children will be recorded supplemented by regular head counts throughout the day.
- The register will be kept on the premises at all times.
- A separate register will be taken on outings.
- A member of staff will record a child's arrival at the setting.
- Familiar staff will greet children and parents.

Departures

- Parents may collect their child/children at any time during the session.
- Children will only be released to their parent/carer or the person on the permission form
- unless the setting has been informed of changes beforehand and a password given.
- The Frantastic Pre-School reserves the right to refuse to release a child from our care if there is any doubt as to the authenticity of the person collecting the child.
- Departure times will be recorded by the staff.

Late Collection

Late collection of children may result in a charge for each additional fifteen minutes.

Escorting Procedure

- All regular escorts will be known to the childcare setting.
- A full risk assessment will be carried out before children are escorted.
- Adult/child ratio requirements will be reviewed according to the children's individual needs
- when walking near roads or on outings.
- When crossing a road a staff member will be at the end of the group, ensuring they are the first to enter the road and the last to leave the road.
- The Frantastic Pre-School will incorporate road safety training for the children and staff in their planning.

Non Collection of Children

The Frantastic Pre-School will ensure that in the event of a child not being collected at the expected time the following procedure will apply:

- Staff members will remain with the child and give reassurance.
- Two staff members will remain on the premises at all times.
- Attempts will be made to contact the parents/carers.
- In the event that the parent/carers cannot be contacted, attempts will be made to contact those persons named as emergency contacts on the child's registration form.

- If no contact has been made within one hour, the Social Care Team will be informed.

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Absences

- If a child is going to be absent from a session, parents/carers must notify The Frantastic Pre-School as soon as possible.
- If a child is absent without explanation, the Manager will contact parents/carers to check why the child is absent.
- The Frantastic Pre- School will try to discover the cause of prolonged and unexplained absences. Regular absences could indicate that a child/family are having some difficulties and may need additional support.

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| This policy was adopted by: The Frantastic Pre-School | Date:31st August 2020 |
| To be reviewed: 30th August 2021 | Signed: F Taylor |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2012): Safeguarding and Welfare Requirements: Staff Qualifications, training, support and skills [3.18-3.19, 3.22]*