



## Drop Off & Collection Policy

Security and the welfare of the children are paramount and to ensure that this is always the case we have set out the following procedures for parents and staff:

1. Ensure children arrive at school on time where possible so there is no disruption for the children once school starts (9:00am for morning session and 12:00pm for afternoon session)
2. Ensure that children's coats and bags are hung up on the mobile coat hanger unit. If bringing a lunch box please ensure that it has been put onto the trolley by the child when entering the main hall.
3. If your child is still in nappies or is being toilet trained please ensure that there are enough nappies, wet wipes and nappy bags and also at least one change of clothes in the child's school bag.
4. Staff ensure that the main door has been shut once session has started and majority of children are in.
5. Claire or Gemma will ensure children are registered as soon as they come in through the stable door. No child will be allowed back out through the stable door once they have

entered.

6. A member of staff will stand in the foyer to greet parents and ensure all children have arrived safely through the stable door to the pre-school.
7. Please ensure your child is through the stable door and has been seen by Claire before you leave the village hall.
8. When collecting, the staff will send out each child once they have seen the person who collects them after the morning session. At the end of the afternoon session, parents come into the hall and collect their child, a member of staff will stand by the door to ensure children are leaving with the authorised adult. If someone different is collecting the child the staff need to be informed before pick up by the parent/carer. The person collecting needs to know the child's password AND show staff a form of ID or answer a 'secret question'.
6. **It is imperative that parents/carers collect children on time.** If you going to be late, please at least phone to let us know (School Mobile number 0798 219 1158). If we do not have any contact from you within 20 minutes

Written by:	Claire Frost and Lucy Foley
This policy was adopted by the pre-school on:	25 <sup>th</sup> Feb 2014
Signed off by the Deputy Manager of Frenchay Pre-School	Gemma Hughes
Next Review Date	November 2022
Links to EYFS	Safeguarding and promoting children's welfare



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of the pick up time and we cannot contact you on your emergency phone numbers, we are obliged to call Social Services to protect us and the child. You will be charged £20 per 15 minutes or part thereof of late arrival. We also have to vacate the village hall on time and have to work within these constraints. If a parent is running late at the end of the day and we can not make contact, having rung social services we will then take the child and wait in the entrance lobby of the village hall. All morning sessions finish at 12.00pm, and afternoon sessions finish at 3.00pm.

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