

## Arrival and Departure Procedure

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- Our doors open at 9.15am for the morning session and 12.15 pm for the afternoon session. Collection at the end of the day is at 3.15pm.
- A member of staff will be at the door to prevent children from going back out of the building unaccompanied.
- Parents must inform a member of staff if the child is to go home with someone other than a regular collector. A description of the person collecting, and a password will be required.
- **We are unable to release children to anyone under the age of 18.** Should you require a minor aged between 16-18 years of age to collect your children Busy Otters will need it put into writing. We will not release children to anyone under 16 years.
- A member of staff will be at the inner door to welcome the child in, and to receive any messages from parents/carers.
- The gate from the playground will be fastened with the chain at 9:20am for the morning session and 12:20pm for the afternoon session. Please see the fees and funding policy for late drop off charges.
- We ask where possible parents/carers do not enter the preschool room, it can be overwhelming with lots of grown-ups in there and upsetting for those who are settling to see other parents come in.
- At the end of a session, a member of staff will go out and open the gate. Parents will then enter the playground and wait to receive their child.
- As part of our Safeguarding procedure the main gate is to be opened for as little time as possible, therefore we ask that you leave the premises once your child/ren have been collected.

Signed.....Chantelle West.....(on behalf of the Committee)

Signed .....Carol Clarke.....(Manager)

Date.....15/01/2024.....

To be reviewed annually.