



Arrivals and Departures

St Helen's 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 record/enrollment form will be kept of all children who attend the setting.
- No child will be admitted into the Pre-School until the enrollment form is complete with all necessary information as identified in the Early Years Foundation Stage (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 copy of the register will be taken on trips and outings.
- A member of staff will immediately record a child's arrival at the setting.
- Familiar staff will greet children and parents.

Departures

- Parents may collect children at any time during the session.
- Children will only be released to their parent/carer or the person on the permission form unless St Helen's Pre-School has been informed of changes beforehand and a password given.
- St Helen's 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.
- Children must be signed out by a member of staff.
- Departure times will be recorded by staff and the staff member's initials recorded on the register.

Late collection

- Late collection of children may result in a charge for each additional fifteen minutes, unless prior arrangement has been made with the manager.

Non Collection of Children

St Helen's 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 parents/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 after closing, we will contact Children Services Multi Safeguarding Hub (MASH) **0344 800 8020** and follow our Safeguarding and Child Protection Policy

This policy has been adopted by St Helen's Pre-School

Signed on behalf of the setting by:

..... Chairperson

..... Manager

Date: April 2017

Review Date: April 2018