



Arrival and Departure Policy

The procedures for the arrival and departure of children are as follows:-

Arrivals:

- All children are entered in a signing in book on arrival to each session as follows:- Child's name, name of person collecting the child and an emergency contact number. A member of staff also enters each child in the Pre-school register on arrival.

Departures:

- At the end of each session the signing in book is checked for who is collecting each child. If a person arrives to collect a child who is not the named person they will be asked to supply 'the password', if this can not be supplied the contact number will be called for authorisation. Any child not collected will be looked after by a member of staff while their parent/carer is contacted.

In the event of a child not being collected from Pre-school by the allocated time:
(Please see Uncollected Child Procedure)

Signed: _____

Policy Dated: _____

Review Date: _____