



Tickton Pre-school Arrivals, Departures and Daily Registration Policy.

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

EYFS

Safeguarding and promoting children's welfare.

Arrival and departure times:

- All children attending Play Pals (wrap around care) must be signed onto the Play Pals daily register by parents/carers (this must be checked by the Play Pals coordinator/lead practitioners).
- All staff must ask parents to sign in daily on arrival. Staff must check this is done.
- Due to the flexible nature of Tickton Pre-school and Play Pals (providing wrap-around care) children who have prior agreement with the setting can arrive from 7:30am – adult/child ratios are set in place for this provision and checked by the manager. If additional sessions are required this must be checked with the manager. We do not provide child care before 7:30am.
- The main Pre-school session starts at 9:15am (the setting doors will be opened at this time to welcome children). The entrance area will be opened from 9:00am to

provide shelter for children and their families. The double middle doors will remain locked until 9:15am to ensure the safety of children within the setting.

- There is only one entrance door to the setting (the main double doors). This will be manned by two members of staff at main arrival and departure times.
- When a member of staff is admitting families, they must lock the double doors after all admissions. Only staff members can unlock the setting doors and when a family leaves the setting the doors must be locked behind them to ensure the safety of all children. The setting entrance must NEVER be left 'un-manned' when open.
- Parents must sign their children out of sessions daily. Staff must over see this.
- Key persons' working within the setting will be on hand at all arrival and departure times, to meet and greet all children and their families in a friendly, open and polite manner – making themselves available for parents/children to talk to - both generally and privately (If parents require private communication with key persons' or the manager we will use the small private hall area at the back of the setting).
- Information regarding the number of children present and children who are not in attendance will then be shared with key person staff members and assistants.
- Children must be signed out as they leave – parents must be encouraged do this. Staff must over see this process and check the register.
- The setting assumes responsibility for each child after parents have handed their child over to their key person.
- Parents assume responsibility for their child after the key person has handed over their child at departure times.
- All accident/injury forms must be discussed and signed by parents at collection times.
- Accidents/injuries that have happened outside the setting (for example; at home) must be recorded and signed by parents at arrival times – using 'injuries on arrival form'.
- Children may only be handed over to parents/carers who are recorded on the child's individual admission form - unless prior written permission has been given by parents (individual passwords and names must be used).
- Parents who are late picking their child up from pre-school/play pals will be charged for the extra care provided. **Please see our settings 'Uncollected child policy'.**
- All staff must sign in and out of the setting – in the staff register/records file (kept in the kitchen area).

- **Bills will be personally handed to parents/carers in envelopes.**
- **All parents/carers, children and families must feel welcomed.**
- **All visitors must complete and sign the visitor's record. Visitors must be discussed with the setting manager.**
- The setting closes at 5:30pm everyday (MON-FRI). Children must be collected at this time.