

Arrivals and Departures Policy and Procedure

Little Explorers & Little Stars preschool recognises that the safe arrival and departure of the children in our care is paramount.

Arrivals

When arriving and departing from Little Explorers, please give due consideration to parking. You are able to park on site between 9am and 2pm in the parking bays along the path. Please do not use the staff parking areas. For all other times, please park either on the roadside or in the school bottle bank carpark. For Little Stars, please park off site, parking permits are available from the school office.

Please do not arrive earlier than your contracted start time.

Our staff will greet each child warmly on their arrival at the setting. Parents/carers are asked to ensure that their child is handed to a member of staff. The preschools are not responsible for a child until this has been done and the staff member has acknowledged the child's attendance. The staff member receiving the child will immediately record their arrival time in the attendance register and any other specific information.

Our staff are required to keep accurate details of the number of children and adults on the premises at all times.

If parents request the child is to be given medication during the day, the staff member should ensure that the correct paperwork is completed and accurate recording of administration is in place.

Departures

At Little Stars a member of staff will bring the child out to the preschool gate to handover to the parent/carer.

At Little Explorers parents/carers will be buzzed in through the gate to wait in the foyer where children will be handed over.

A parent must inform staff of any authorized person other than themselves who will be collecting the child from the preschool that day. The staff are responsible for recording this information and will not allow a child to be taken from the premises by anyone other than the persons indicated by the parent/carer. The authorized person must be a mature and responsible person and provide proof of their identity. If staff are in any doubt, they will ensure the child does not leave the premises until the parent/carer has been contacted to confirm.

We do not permit any child under the age of 16 years to collect any child from the preschools.

Under NO circumstances will a child be allowed to leave the premises unaccompanied or with an unauthorised person or with a person who appears to be unfit to look after the child's safety or who is under severe influence of alcohol or drugs. In such an event, another member of the family will be contacted.

Absences

If a child is going to be absent from a session, parents should notify the setting in advance.

If a child is absent due to illness or unexpected circumstances, parents should notify the setting via phone or email on the day

If there is no explanation for the absence of a school aged child, the setting will activate the **Missing Child** procedure.

The setting will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or family is having some difficulties and might need additional support.

Departures

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection. This may be electronically or a paper record.
- Children can only be collected by a parent/legal guardian or an adult (over 18) who has been authorised to collect them on their registration/record form.
- The child's parents or carers must inform the setting in advance if someone who is not listed on the registration/record form is to collect the child. The manager or person in charge will contact the main parent or carer for confirmation if they have any concerns regarding departures.
- The parent or carer must notify the setting if they will be late collecting their child. If the setting is not informed, the **Uncollected Children** policy will be followed.
- Children over the age of 10 will only be allowed to arrive or leave the setting alone if we have received written consent from the child's parents or carers.
- Children below the age of 10 will not be allowed to arrive or leave the setting unaccompanied.