

# Arrival/ Leaving Procedure

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Daily check: (the following must be done as part of the daily routine)

- Unlock gate to Pre-school's playground.
- Staff to check toilet area, make sure there are enough hand towels, soap and toilet paper, that the toilets and sinks are clean and that the floor is dry.
- Check main area, that plug sockets are covered, tables and floor are clean and dry. Make sure that the 'ramp' door is locked.
- Kitchen area - turn on hot water. Make sure fridge is working and that the area is clean and tidy. Make sure stair gate is closed to prevent access to children.
- Fire door must be clear.
- Set up registration.
- **When ready, staff member to open the small gate to playground and remain there (at a safe distance) to guide their small group of children into the building. Staff will not be available to speak with parents at drop off of collection during this time (Autumn/Winter 2020). Parents/carers are advised to stand 2m apart on the marked areas and 1 parent per child at drop off. Parents/carers are to supervise children to use the hand sanitiser provided at the gate before entering the premises and then remain outside of the gate after saying goodbye to their child.**
- **A member of staff will use a thermometer to check each child's temperature before they enter the preschool grounds. If the child records a temperature of above 37.8 (this is the advised level by government) they will return home with their parent/carer**
- Other staff members to direct children to sit down for registration.
- Parent/carer to notify staff if medication needs administering and a 'Permission to Administer Medication' form must be filled in. Copies in the Medical file which is located in the locked filing cabinet. See 'Administering Medicines Policy'.
- Once all children have arrived, the gate to the playground will be locked. Preschool's door to the playground will also be locked. Keys hang on the left hand side of the door.
- The formal register for our records is taken or children self.

- All staff are made aware of any medication to be administered, other adults collecting children or any other relevant information that is important about a child.

At the end of the session the following procedures should be followed:

- **Children will wait and be called when the staff member who is manning the door has seen the child's parent/carer arrive to collect them.**
- **A staff member will unlock the main door of Pre-school and remain there until all the children and parents have left, ensuring that all children and siblings leave with their parent/carer, or designated person.**
- **Children may only be collected by their designated person to avoid further adult to adult contact at collection time and parents/carers are advised to stand at 2m apart and practice social distancing measures at all times on the premises. While following the one way system.**
- **Remaining staff will supervise the children sitting at tables. When ready a member of staff will check to see which parents/carers have arrived. When parent/carer has been seen the child will then be called to leave the quiet area and go to parent/carer, or designated adult.**
- If an unknown adult arrives to collect a child they will be asked for the child's password. If they do not know the password the child's parents/carers will be called to authorise collection by the unknown adult. See 'Non Collection of Child Policy'.
- If a parent/carer is late then refer to the Left Child Policy for action to be taken.