

Arrival and departure of the children

It is the policy of Scallywags Nursery & Pre School to ensure the safety of the children at all times, particularly at the beginning and end of the day when parents are entering and departing from the building.

Pre School

On Arrival & Departure

- One member of staff will stand on the door to the conservatory and permit the parent and child to enter
- A second member of staff will stand on the inner door to ensure that only the child comes into the main hall
- The Manager will be available to talk to in the conservatory area

No buggies or scooters will be allowed into the Pre School but may be left outside at your own risk.

The door person will stay in position until all of the children have safely entered the building.

Any child that is late arriving must ring the bell to gain access.

Once the doors are closed the Manager will take the register and conduct a headcount. This will be recorded on the white board and checked throughout the session.

Nursery

Arrival & Departure

Please ring the doorbell and a member of staff will come to greet you and show you into the building.

Review

The policy will be reviewed in May each year and amendments and changes will be carried out in conjunction with the Pre School staff, through liaison by the Proprietor.