

Arrival and departure of the children

It is the policy of St Albans 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.

On Arrival:

We ensure that 2 members of staff are responsible for welcoming children.

- One member of staff will stand on the outside door and permit the parent and child to enter into the small hall
- 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 at the beginning of the session

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

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

Any child that is late arriving must ring the bell on the side door 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.

On departure:

- One member of staff will stand on the outside door to the main hall and permit only the child to exit. They will advise the second member of staff as to which parent is outside ready to collect their child
- The second member of staff will stand on the inner door and call the child's name

The remaining members of staff within the building will aid your child to collect their belongings and ensure they are ready to leave.

No parents will be permitted to enter the Pre School at the end of the session.

We will not tolerate any kind of bullying or harmful behaviour from our parents towards the staff. Should this happen the child of the parent concerned will be removed from the Pre School immediately.

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.

27/5/19