

Arrival and departure of the children

It is the policy of St Clement's 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 inside door and permit the parent and child to enter into the hall
- A second member of staff will stand on the fire exit door to ensure that only the parent/carer exits the building.
- The Manager will be available to talk at the beginning and end 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 main 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 fire exit door and permit only the child to exit to their parent. The child's name will be called when the parent/carer is at the door.

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.