



Welbourn Preschool Arrivals and Departures

Welbourn Preschool will ensure that all children are greeted warmly and made to feel welcome upon arrival and staff will ensure that they depart safely at the end of every session.

Arrivals

- An accurate record/registration form will be kept of all children who attend the setting.
- No child will be admitted into the setting until the registration form is complete with all the necessary information as identified in the EYFS.
- A register will be kept; arrival and departure times of children will be recorded, supplemented by regular head counts throughout the day. The register will be kept on the premises at all times. A copy of the register will be taken on trips and outings.
- A parent/carer will immediately record a child's arrival at the setting.
- Familiar staff will greet children and parents/carers.
- A communication book that preschool provide is to be shared with the child's key worker and must be in the setting when the child is at Preschool.
- Children can swap their shoes into slippers/ non slip shoes for indoor use only.

Departures

- Parents may collect children at any time during the session.
- The child's key person or co key person will inform the parent of the child's day to day activities and development.
- A communication book will be given back to each parent/ carer to ensure all they are aware of the child's day at preschool. This is to be signed by a member of staff and parents/ Carers.
- Children will only be released to their parent/carer or the person on the permission form unless the setting has been informed of changes beforehand and a password given.

- Welbourn Pre-School reserves the right to refuse to release a child from our care if there is any doubt as to the authenticity of the person collecting the child.
- Welbourn Pre-School reserves the right as part of their duty of care, to retain a child in the setting, if they believe a parent or carer who arrives to collect their child is under the influence of alcohol or any other substance.
- Children must be signed out by a parent/carer.
- Departure times will be recorded by staff and the staff member's initials recorded on the register.

Any accident/incident forms or medication forms must be signed for by the collecting parent/carer before departure. In the rare event that this is not done, every effort must be taken for the parent to be informed about the accident/incident, or medication form.

Late Collection

- Late collection of children may result in a **charge of £5** for each additional fifteen minutes, unless prior arrangement has been made with the manager. This will be used to manager's discretion and the record of late collections during each week.

Non-Collection of Children

Welbourn Pre-School will ensure that in the event of a child not being collected at the expected time the following procedure will apply:

- Staff members will remain with the child and give reassurance.
- Two staff members will remain on the premises at all times.
- Attempts will be made to contact the parents/carers.
- In the event that the parents/carers cannot be contacted, attempts will be made to contact those persons named as emergency contacts on the child's registration form.
- If no contact has been made within one hour, the Lincolnshire Safeguarding Children's Board will be informed.

Lincolnshire Safeguarding Children's Board Customer Service Centre:

Office Hours: Tel: 01522 782111

Out of Hours: Tel: 01522 782333

This policy has been adopted by Welbourn Preschool

Signed on behalf of the setting by:

Chairperson

Secretary

Date

Review Date

October 2020

October 2021