



LONG WITTENHAM PRE-SCHOOL

ENTRANCE/EXIT PROCEDURE

Reviewed February 2016

Entrance

- Staff should make a note of the time they arrive at Pre-School.
- Children should be let in at:
 - 8.45am if booked in for early drop off
 - 9am if booked in for a morning session
 - 12noon if booked in for an afternoon session only
- A member of staff should be at the door to allow access to the parents and children. The door should be closed when parents and children have entered the building and the latch should be put on the door.
- The time that the child enters Pre-School should be recorded on the Pre-School register.
- Parents should encourage their child to sit on the mat ready for registration.
- A member of staff should remain on the door ready to let parents out. Parents should be reminded not to release the latch and open the door unless a member of staff is at the door to close the door and latch.
- A member of staff should remain with the children on the mat ready for registration.
- Registration should begin when all parents have left and the door as been closed and latched.
- In very bad weather the Pre-School Manager may decide to let parents and children in early. In this instance the parent is responsible for their own child until the start of their booked session (times as above). The parents and children are asked to wait inside the door and will be told when they can start getting ready for the start of the session. NB parents collecting children will not be allowed in until the session has finished.

Access during Pre-School Session

- Adults visiting Pre-School during session times should not be given access to the Pre-School building unless they are known to Pre-School staff or have called in advance to book a visit.
- All visitors should sign the Visitor Book on arrival and should record the time that they arrive and leave Pre-School.
- The door should remain closed and latched at all times and should only be opened in the presence of a member of staff who ensures that the door is closed and latched.
- No visitors should be allowed unsupervised contact with the children.



Exit Procedure

- All children are seated on the mat at the end of the morning and afternoon sessions. This allows Pre-School staff to supervise the children leaving (and arriving ready for the afternoon session)
- Parents should be let in by a member of Pre-School staff at the end of the session.
- Staff should only allow a child to leave when a parent/carer whose name is on the child's registration form is present to collect the child.
- If a parent or carer is unable to collect a child they should sign the Collection Book when they drop off their child giving details of who will be collecting the child in their place or staff should call the parent/carer to confirm the identity of the person who has arrived to collect the child. If the Collection Book has not been signed in advance but the parent/carer confirms the identity of the person who has come to collect the child a note should be made in the Collection Book and the parent/carer should be asked to sign the Collection Book at the next available opportunity.
- If a parent does not arrive to collect their child Pre-School staff should follow the uncollected child procedure (policy 1.4)