



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

ARRIVAL AND DEPARTURE OF CHILDREN PROCEDURE

Staff/Parents Pack

Here at Humpty Dumpty Pre-school two members of staff will be situated at the hall doors during the arrival of the children in the morning.

Children should be dropped off promptly at 9.30 or at Breakfast club between 8.30 & 9.30am

Once all Parents/Guardians have left, the front entrance doors will be locked immediately, along with the main hall doors and the register taken of all children present at the earliest opportunity to record all children on the premises.

Near the end of each session the main door should be unlocked so the parents are able to wait in the corridor to collect their children. A member of staff will open the hall doors and remain there until every child has been collected. Once you have entered the Pre-school hall, your child is then your responsibility and you must ensure that the child stays with you, as staff members may well be busy speaking to other parents.

For parents who turn up early to collect their children, they will have to ring on the bell to be able to enter main hall. The hall doors will be locked so parents cannot just walk in to pick up their child.

Arrival & Departure of Children cont..... 2

Children should be collected promptly at 12 o'clock or for those at Lunch Club 12.30pm or 1 o'clock and the afternoon session 2.30pm or 3.30pm. For children that are not collected promptly, if after 15 minutes your child has not been collected there will be a flat fee charge of £5.00 per every 15 minutes you are late, but if your child is not collected after 1 hr and you have failed to contact us or we cannot get in touch with yourselves we will contact social services.

Sutton Social Services – 020 8770 6080

This policy was revised and updated in January 2018
It will be reviewed annually.