



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 two members of staff will get the children who are due to go home ready, and will escort them out to their parents who will be waiting by the end gate.

For parents who turn up early to collect their children, they will have to ring the Pre-school phone to let the staff know that they are here to pick their child up, a member of staff will get the child ready and get their bags etc and will take them out to the gate for the parent to pick up. The hall doors will be locked so parents cannot just walk in to pick up their child.

Children should be collected promptly at 12 o'clock or for those at Lunch Club 12.30pm and the afternoon session 2.30pm or 3.30pm. For children that are not collected promptly, there will be a flat fee charge of £5.00 per every 5 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 September 2023
It will be reviewed annually.