



Rougham

Acorns & Woodlands

Church Road, Rougham, Bury St Edmunds, Suffolk. IP30 9JJ

Tel: 01359 271998

Registered charity no. 1124816

Registered with Ofsted no: EY390482

Arrival and Departure Policy

Aim

- To ensure the safety of children within the Pre-school.
- To have a clear procedure for the arrival and departure so that pre-school children remain safe.
- Upon enrolment the parents are required to complete an enrolment form and provide details of persons authorised, and not authorised to collect their child. There is a section within this form that requests information about who has parental responsibility and legal contact.
- It is important that the pre-school is kept informed of any change to parental responsibility.
- In the enrolment form there is a request for a password. Rougham Acorns and Woodlands Pre-school will only release a child to authorised persons. If necessary, a password for identification will be requested before the child is released.
- In situations where another person is to collect the child the parent will be responsible for notifying the pre-school. The parent is responsible for passing on the password. If prior notice is not given to Rougham Acorns and Woodlands pre-school the unauthorised person will not be allowed to leave the pre-school with the child.
- Rougham Acorns and Woodlands is open Monday to Friday 8am till 6pm.
- Children can be dropped off and collected by a responsible adult. Brothers and sisters under 16yrs are not appropriate for this responsibility. On arrival each child is greeted by a member of staff at the door. Each child is signed into the register by the member of staff.
- Staff will create a happy and engaging atmosphere and interact with the children in a warm and friendly way. Staff will ask parents for any special instructions for the day. A note of this will be taken for reference by any other staff.



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Late collection

Rougham Acorns understands that occasionally due to forces unforeseen, a parent may be late picking up their child. However, if the lateness is continuous a late charge will be applied to the bill. The parents will be reminded of our closing times, and the hours we are insured to look after their children. If they are still late in picking up their child, they will be informed that a £5 fee per 5 minutes will be applied. If a parent is late picking up 5 times Rougham Acorns reserves the right to ask the parent to find alternative child care.

Emergency Contacts

It is essential that parents leave the pre-school with all emergency telephone numbers, including family doctor, and ensure that an up-to-date record is available at all times. It is in the interest of each child's welfare that up-to-date, accurate information is maintained at the pre-school. A contact information update sheet will be sent out at the beginning of each term for parents to confirm no details have changed.

Absenteeism

Parents are asked to contact the pre-school if a child is going to be absent so that all children accounted for and illnesses can be noted.

Please see our Non-Attendance Policy.

This policy will be reviewed annually

Next review date.....

This policy was adopted on.....

Signed.....(Chair)

Signed.....(Manager)