



Happy Hands Pre-School Playgroup

making learning fun for over 30 years!

Arrival & Departure of Children Policy

May 2009

Playgroup starts at 9.15 am and ends at 11.45 am or 1.10 pm for children who are staying for lunch. We can offer flexibility within this time frame.

Children should be brought into the playroom by their parent/carer for registration and the exchange of information. An adult will be on duty at the door to ensure no children leave the room during registration.

At 9.30 am the inner corridor will be bolted and the doorbell checked.

At the end of the session the corridor door will be opened and an adult will hand over the children to parent/carers. The children will only be handed over to recognised adults. If necessary their identity will be cross checked on the registration form.

If a child is to be collected by a different person this will need to be confirmed by the parent/carer beforehand. If the person who arrives to collect the child is unfamiliar to the staff, they will be asked to identify themselves and if they are not on the registration form the parent/carer will need to be contacted to verify their right to collect the child.

If a child is collected before the end of the session this should be noted in the register. If a child arrives after the normal start time their arrival time should be noted in the register.

St. John's Church Playgroup is committed to providing quality child care and education to all the children in the setting.

The setting will aim to meet the diverse needs of individual children.