



Drop off and Collection Policy

Statement of Intent

It is our intention to make each child's time at TreeHouse Pre-School as pleasurable, comfortable, rewarding and safe as possible. To assist us in achieving this we have a routine for the start and finish of each session.

Methods

In order to achieve this aim, we operate the following policy:

Drop-Off

The school is a busy site, especially in the mornings, therefore the following must be adhered to, to ensure the safety of the children

- Each parent/carer must wait with their child/children until the Pre-School Leader (or Deputy in their absence) allows access to the building
- All children must be accompanied into the building by their parent/carer
- Parents/carers must not use the school's drop-off point for their pre-school children
- Each parent/carer is responsible for ensuring their child/children enters the play area safely
- Parent/carer may stay with their child/children until they feel that they are comfortable and settled. An extended period of settling in is advisable for new starters. Your child's Key person will support you with settling your child into the pre-school and its routines.
- There is no parking on site for parents, please ensure you do not bring your car into the grounds at any time.

Collection

To ensure the safety of the children, the following must be adhered to

- All parents/carers must wait outside the building for the session to finish
- When the session has finished the Pre-School Leader (or Deputy in their absence) will open the main door to let the parents/carers in.
- The children will only be allowed to go with the person authorised to collect them on that day.
- If someone other than the normally authorised adult is due to collect on a given day then the authorised person must complete the details of the stand-in person in the book provided. This book is located just inside the play area door. In addition, all parents must decide on a password to be used when a stand-in person is collecting their child. Details of this password should be sent in writing to the Pre-School Leader, to be kept on the child's file. This password should then be given, in confidence, to the stand-in person. The child will only be handed over for collection if the stand-in person can give the password to a member of staff. If the stand-in person cannot provide the password, then the parent will be contacted immediately.

All children must be signed in and out of TreeHouse in the register by a parent/carer and times noted.