



St Faith's  
PREP SCHOOL



# EYFS Arrivals & Collections Policy

Updated  
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## St Faith's Prep School EYFS Arrivals and Collections Policy

This policy applies to Sandcastles Nursery including 'early,' 'late' and 'wrap around care' and all staff, volunteers and visitors in Sandcastles Nursery.

*(Please note that the term 'parents' also relates to carers and those with legal guardianship of children)*

The Early Years Foundation Stage (EYFS, 2012) is the framework that provides the assurance that when parents choose to use early years services, that the provision will keep their child safe and support them to thrive.

At Sandcastles Nursery children's safety is maintained as the highest priority at all times. Every attempt is made through carrying out the arrivals and collection procedures to ensure that the security of children is maintained at all times. In the unlikely event of a child going missing or not being collected, our missing child and uncollected child procedures are followed.

### **PROCEDURES:**

#### **Section 1: Arrivals**

#### **The following procedure applies to the dropping off of children for breakfast club between 8am and 8.30am**

It is the policy of Sandcastles Nursery to give a warm welcome to all children and parents on arrival to the setting.

The main school gate is open from 7.30am; should it be closed you will need to use the buzzer on the keypad to speak to the main school office who will grant entry.

All nursery children who arrive for breakfast club should be taken to the Dolphin Room; this is accessed through either the Starfish Room or by the gate that is located near the school toilets.

Parents and visitors must ring the doorbell of the Dolphin Room to notify us of their arrival.

Unauthorized persons are not permitted to open the door to anyone at any time; anyone found doing this would be in breach of this policy.

The person dropping off the child (parent or guardian) must ensure that they inform a member of staff of the child's arrival in order that they can be marked into the daily register.

The person dropping off should place the child's belongings in the appropriate space; for example, coat peg, toy box etc.

If appropriate the person dropping off and a member of staff may then spend time exchanging information that may be utilised to assess the child's day; this may include the following

- An overview of the child since their last attendance.
- What have they eaten prior to arriving at nursery?
- Who will collect them at the end of the session?
- Have they or will they need any medication? If yes, what and when?

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Any specific information provided by parents should be recorded and passed on to the child's Key Person/relevant member of staff.

If a parent requests that a child be given medication during the day the staff member must ensure that the medication consent form is completed and signed (parents should be directed to the school office to do this.)

If a child has an existing injury such as bruises, bumps etc, parents have a responsibility to inform staff of this when dropping off the child.

### **The following procedure applies to the dropping off of children after 8.30am**

It is the policy of Sandcastles Nursery to give a warm welcome to all children and parents on arrival to the setting.

The main school gate is open from 7.30am; should it be closed you will need to use the buzzer on the keypad to speak to the main school office who will grant entry.

Children who arrive at Sandcastles Nursery after 8.30am will be taken to either the Starfish Room or the Dolphin Room.

The Starfish room is accessed via the pathway that leads up to Kerruish Hall (parents should not access the room through the gate at the back of the Starfish Room as this is 'private access' only.)

The procedure then follows the same as section 1 (dropping off children for breakfast club.)

Should parents drop off children after 8.45am they will be required to inform the main school office so that they can be signed in; due to the fact that registers will have been collected.

### **Section 2: Departures**

#### **The following procedure applies to the collection of children before and after lunch (11.30am or 1pm)**

The main school gate is closed during the day; in order to gain access parents are required to use the buzzer on the keypad to speak to the main school office who will grant entry should a child be collected either before or after lunch.

Collecting children from nursery is in principle the same as for arriving; set out in section 1 (procedure for dropping off children at breakfast club/after 8.30am.)

#### **The following procedure applies to the collection of children at the end of the day (3.15pm)**

The main school gate is open from 3pm; should it be closed you will need to use the buzzer on the keypad to speak to the main school office who will grant entry.

Collecting children from nursery is in principle the same as for arriving; set out in section 1 (procedure for dropping off children at breakfast club/after 8.30am.)

#### **The following procedure applies to the collection of children from late care (3.15pm to 5.30pm)**

The main school gate is open from 3pm; should it be closed you will need to use the buzzer on the keypad to speak to the main school office who will grant entry.

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Collecting children from nursery is in principle the same as for arriving; set out in section 1 (procedure for dropping off children at breakfast club/after 8.30am.)

Late care takes place in the Dolphin Room which is accessed in the same way as stated in section 1 (procedure for dropping off children at breakfast club/after 8.30am.)

Late care is often a busy time and between the times of 3.15pm and 4.30pm we encourage parents to wait outside the door; once the bell has been rung to inform us of a parent arriving a member of staff will take the child to the door and say good afternoon. This allows us to maintain the safety of the children whilst effectively monitoring who has left the setting. Should a member of staff need to speak to a parent for example, to sign an accident form etc, the parent may be invited in or a member of staff may speak to a parent outside or in another room.

All children who attend late care are signed in and out by a member of room staff. There is a charge for late care between the hours of 4.30pm and 5.30pm (details of which are included in the fees structure or from the School Business Manager, [Mrs Julie Haywood.](#))

Parents must arrive in good time to ensure collection prior to closure time at 5.30pm. If any child is uncollected after this time we follow our procedure for uncollected children.

### **Section 3: Wrap Around Care**

#### **The following procedure applies to the dropping off of children at wrap around care**

Wrap around care takes place in the Dolphin Room and children can be dropped off from 8am.

Should the main school gate be closed you will need to use the buzzer on the keypad to speak to the main school office who will grant entry.

The procedure follows that of section 1 (procedure for dropping off children at breakfast club/after 8.30am.)

#### **The following procedure applies to the collection of children from wrap around care (throughout the day)**

Should the main school gate be closed you will need to use the buzzer on the keypad to speak to the main school office who will grant entry.

Collecting children from wrap around care is in principle the same as for arriving; set out in section 1 (procedure for dropping off children at breakfast club/after 8.30am.)

As with normal term time late care procedures, charges are applicable between 4.30pm and 5.30pm (details of which are included in the fees structure or from the School Business Manager, [Mrs Julie Haywood.](#))

Parents must arrive in good time to ensure collection prior to closure time at 5.30pm. If any child is uncollected after this time we follow our procedure for uncollected children.

### **Section 4: Departure Arrangements at Registration**

Upon registration parents must provide names of persons other than themselves who are allowed to collect the child; at least two named persons are required and full contact details are required in case of an emergency.

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A unique password is also asked for should someone other than the parent/named persons come to collect the child.

**Children will only be released from the care of Sandcastles Nursery to individuals named by the parent.**

In the event that children are collected by those other than a parent or named person the following applies

- The parent must inform the nursery without delay that they will not be able to collect their child.
- The unique password set between the parent, collector and nursery must be used and received before handing over a child into their care.
- To help check identity staff may call the parent to discuss the details given by that of the person wishing to collect the child.
- The parents must ensure that a 'suitable person will collect their child in their absence.' **Suitable person must be over 16 years old and be capable of caring for the child in the absence of the child's parent.**
- If the nursery is not able to identify the person with the details provided by the parent, unfortunately Sandcastles Nursery will not be able to release the child from its care.

### Uncollected Children

If it is impossible to contact anyone regarding the safe collection of the child our uncollected child procedure is followed.

All staff should be aware that some children are not allowed to come into contact with members of their own family (a court order for example or if a parent does not have 'parental responsibility.') In such circumstances a record is kept of each child and the names of those family members with whom that child is forbidden contact. If one of these family members should arrive at the nursery they must not be granted access and the manager (**Mrs Sarah Reynolds,**) Deputy Manager (**Ms Faye Groombridge**) or Headmaster (**Mr Lawrence Groves**) will deal appropriately with the situation to ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

### Section 5: Staff

- All staff will enter either the Dolphin or Starfish Rooms in the same way as the children.
- Staff will sign in and out in the main school office.
- Staff who are either new or volunteering will not open the door for parents to collect their child, until they are sure they know who they are there to collect.