**POPPY PRE-SCHOOL**

**PROCEDURE FOR SEEING CHILDREN IN AND OUT AT THE BEGINNING AND END OF PRE-SCHOOL**

PLEASE NOTE THAT NO MOBILE PHONES ARE TO BE TAKEN INTO THE ROOM OR OUTSIDE PLAY AREA DURING SESSION TIME. IF YOU ARE USING YOUR PHONE YOU WILL BE ASKED TO PUT THIS AWAY WHILST IN THE BUILDING. NO UNDER 16’S TO COLLECT FROM THE SETTING

No parents allowed in the building, unless by prior appointment, or on pre-arranged ‘open days’, or collecting their child. Parents/carers should not gather at the entrance doors, or enter the site (unless they have a pre-arranged appointment).

Any communications should be done via email/phone or “Tapestry” where possible. If you need to collect your child early please phone/email beforehand so that we can get your child ready.

***When dropping off your child for their preschool session – please be patient and make sure that a staff member SEES your child come in – this is part of our Safeguarding policy***

**Procedure for seeing the children in to the building – Please be patient during this time - this is for the safety and wellbeing of all the children and staff**

1. If you child is booked in for the ‘Early Bird’ session – you will queue up on the ‘walkway’ main entrance for 8.45am.
2. All other Parents/Carers and children will line up on the left-hand side of the car park at the OSC entrance for the doors to open at 9.00am.
3. A Member of staff will be standing at the Out of School Club door; the parent will bring the child to the top of the steps where a member of staff will sign the child into the building.
4. The child will then be guided to another staff member (at the entrance to the preschool room) who will assist the child in hanging their bag and coat up on their peg.
5. The children are then allowed to free play in the room, we will be encouraging more outside play, please make sure they have suitable footwear and clothes.
6. The OSC doors will be locked.

**LUNCH TIME**

The children will be supervised in hand washing before and after lunch.

**Procedure for seeing children in and out of the building at 11.30 (before lunch)**

**Please use the MAIN PRESCHOOL DOOR (ON THE WALKWAY).**

1. **1 Staff Member on main door – will sign children coming in for the session before Lunch**
2. **1 Staff Member on Preschool Room door – a staff member will call their child to the preschool room door where the parents will collect their own child’s bag/coat etc from the walkway on their way out)**

**Procedure for seeing the children in and out of the building at 12.30 (after lunch)**

**Please use the OSC DOOR**

1. **Children will be seated in the OSC room on a mat with a member of staff.**
2. **A Member of staff will be standing at the Out of School Club door; the parent will bring the child to the top of the steps where a member of staff will sign the child into the building.**
3. **The child will then be guided to another staff member (at the entrance to the preschool room) who will assist the child in hanging their bag and coat up on their peg**

**P.T.O**

**Procedure for seeing the children out of the building at the end of the day - 3.00pm-**

**Please use the MAIN PRESCHOOL DOOR (ON THE WALKWAY)**

1. **Parents to queue on walkway ramp.**
2. **1 Staff Member on main door (at ALL times) asks for password if needed – will let approx. 5 parents in at a time - the parents will collect their child’s belongings from their peg on the walkway and make their way to the main room to collect their child**
3. **1 Staff member on Preschool door of main room (at ALL times)**
4. **Parents will exit through the garden area and 1 Staff member will be on the outside gate.**

Staff must be informed if someone else is collecting your child. Please ensure that if someone else is collecting they have the password.

Staff can refuse to let a child leave if they haven’t been told in advance that someone else is collecting and if the person is not known to them.

**As Poppy Pre-school is situated in Aylesford Primary School grounds, we have to abide by their rules and procedures. So please read through the following and take note:**

**NO CARS ARE PERMITTED ONTO THE SCHOOL SITE**

**No Smoking ANYWHERE on school premises.**

**Please take all litter home with you.**

**Do not let your child ride bikes, scooter, skateboards etc, on the school drive.**

**No dogs allowed on the premises.**

**Please do not come to drop or collect your child too early. 5 minutes before the session’s starts or finishes is sufficient.**

**Pre-school children and younger are YOUR responsibility before leaving or after picking up your children from school.**

**Do not let your children climb on the walls, gates or fences and surrounding trees.**

**Thank you for your support in these matters.**

**Do NOT block the steps at the OSC entrance at any time – this includes sitting on them – as this is our Fire Exit and MUST be kept clear.**

ANY CHILDREN THAT HAVE A TEMPERATURE OR SEEM UNWELL WILL NOT BE ALLOWED TO ACCESS THE PRE-SCHOOL.

**REVISED: SEPTEMBER 2024**