

Winton Pre-School

Arrival and Collection Procedures

Arrival

- On arrival, Parents/Carers must sign their children into the register stating the time they arrived.
- If Parents/Carers remain at/or attend the school for any length of time during session hours, they must be signed into the Visitors Book.
- Parents/Carers must update the Pre-school staff if there is any change in their contact telephone numbers or address incase of emergency.
- Parents/Carers should ensure that their children arrive at school in suitable clothing and footwear. Children will be encouraged to participate fully in all activities and all weather, this will be safer and easier for everybody if they wear simple, easily changeable clothing and sensible footwear.

Collection

- Parents/Carers must sign their children out of the register upon collection.
- If Parents/Carers are unable to collect their children themselves, they must inform the Pre-School about who, over the age of 18 years old is allowed to collect their children for them. If the person collecting is not named on the Registration form, parents/carers will be asked to complete details in our collection book. We operate a password system which can be used in this circumstance.
- If a child is constantly late in being collected from Pre-School at the end of the session, a charge of £5 each time the collection is late will be applied.

Signed on behalf of Winton Pre-School

Name of Signatory.....

Role of Signatory.....

Date / /

This policy will be reviewed in September 2019