

Brackenagh Busy Bees

Arrival and Departure Policy

Statement

We are committed to the safety and well-being of children when they are in our care. We insist on complying with certain standards in association with the arrival and departure of your child from our sessions. This is for the overall safety of all children in our care.

Aim

We aim to carry out a high level of safety and care by insisting on several factors in the arrival and departure of your child.

Child Arrival and Collection

Morning Sessions

Our morning session begins at 9am (Mon – Fri)

Parents/ carers are able to leave their children into Busy Bees Playgroup from 8:55am. Please do not bring your child in earlier than this, unless it is unavoidable, as staff will be setting up the room before this.

We ask that parents bring their children to the main school entrance and into the cloakroom area of Busy Bees, where they are greeted by a member of staff. This ensures that all staff are aware that your child has arrived. Registration is taken at 9.10am daily.

Our morning sessions end at 12noon and we ask that parents be good with their time keeping and collect their child promptly.

Afternoon Sessions

Our afternoon session begins at 12.45pm (Mon-Wed)

Parents/carers are able to leave their children into Busy Bees Playgroup from 12.45pm. Please do not bring your child in earlier than this, unless it is unavoidable, as staff will be setting up the room and having their lunch.

We ask that parents bring their children to the side door (along the road), where they are greeted by a member of staff. This ensures that all staff are aware that your child has arrived. Registration is taken at 1pm daily.

Our afternoon sessions end at 2.45pm and we ask that parents be good with their time keeping and collect their child promptly. **Children in the afternoon class will go home from the main entrance of Busy Bees (the cloakroom area).**

For both classes the staff will tell each child when their parent/guardian has arrived and will ensure they are handed over to them in the entrance area.

Children are not allowed to leave the playgroup room unless the parent/guardian is present in the entrance hall.

Staff will require consent from the parent/guardian if someone else is to collect their child that day. ID will also be required to ensure the safety of the children.

Children will not be allowed to leave the premises with persons under the age of 18 years old, unless it is their parent/guardian.

Written Records

All children are accounted for daily through the Register that is taken at each session. This allows us to keep records of the children that were in attendance at Busy Bees Playgroup on each particular day.

We also ensure that parents fill out forms at the beginning of each year that let us know their contact details and emergency numbers. On these forms we also ask for the names and phone numbers of people who have permission to collect their child.

We will never compromise on the safety of children in our care.

It is of the upmost importance that parents liaise with staff in the arrival and departure of their children.