

Arrival and Departure Policy



Written by Sarah Magon

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To reflect changes to our risk assessment relating to coronavirus and the Government's social distancing rules, the following Arrival and Departure Procedures will be implemented for all children and parents with immediate effect:

Arrival Procedures

- Please park in the designated area and deliver your child to a staff member giving us a safe 6ft distance.
- Maintain 6ft from other parents, waiting in a socially distanced queue when necessary.
- We will take the child into our care – please prepare your child for this change.
- You will be asked – Do you currently show any symptoms of coronavirus? Please answer honestly to keep everyone safe.
- Your child will give an area to put their coat/clothing if appropriate (weather!) which will be placed in a designated area.
- We will prompt regular handwashing at regular intervals.
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****If your child is ill, keep them at home**

****Keeping in touch:** if you have any information to share with us, you are welcome to text use email. You will need to inform us about, for example, anything related to your child's learning, development, current interests or progress **and** accidents, injuries or incidents at home.

Departure Procedures

- Please wait in the designated collection and drop off point your child will be brought to you
- Maintain 6ft distance from other parents, waiting in a socially distanced queue when necessary.
- We are not able to send your child's artwork home at the moment following government advice. We will help your child to send a photo home and display it on our noticeboard.
- We will have a very quick chat with you if time and circumstances allow – we are not ignoring you if we excuse ourselves.

In an emergency

If you fall ill during the day, you might need to send someone we haven't met before to collect your child. If we do not know the person who has arrived to collect your child, we will ask them for a password, agreed with you in advance; if they cannot provide the password, they will not be allowed to collect your child from us – this is a safeguarding requirement.

Contacting us

**You can send us a text if you want us to ring you urgently – or ring in an emergency.