



## Arrival and Collection Policy and Procedure

Covid19 guidelines apply:

**All staff and children will have their temperature taken upon arrival to the setting and will wash hands on arrival to the setting, before and after all activities, when moving from outdoors to indoors, before and after all meals and before leaving the premises. Staff, Children and Parents are encouraged to wash their hands before leaving home.**

### ARRIVAL

1. Parent/Carer will park in the bottom carpark at the stated time in parents information leaflet, and email sent out to you.
2. You will follow the oneway system marked out and shown to you in the parent's/childrens information video.
3. Parents/Carers are asked to please follow guidelines and keep a 2m distance between you and any other parents and staff upon arrival and collection.
4. Parents/carers who are dropping off and collecting should ensure they wear a face covering/ Mask when moving around the school site.
5. Extended household members will be allowed to drop off and pick up your children, Please ensure you keep us updated on your extended bubble members.
6. Parents are not permitted to sign in daily, A termly parents declaration will be provided for parents to sign.
7. When signing the termly declaration, parents are confirming that they understand they are not to bring in their child when showing any Covid19 symptoms or simply not well enough to attend, as well as giving permission for staff to take their child's temperature upon arrival.
8. Each child will then be encouraged to go into pre-school by themselves saying bye to parents/carers at the gate, we do understand this may be difficult for some children, our new starters and or 2+ children will be welcomed at the gate and be encouraged to play outside with the area already set up and ready to have fun, If necessary parents are welcome to join in the play and help to settle their children when playing outside.(while keeping a safe distance from any other parent and member of staff)
9. Children are encouraged to carry their own belongings to the setting, so insure they have just the essentials for that day e.g appropriate outdoor clothing/wellies and lunchbox (see lunchbox policy)
10. Children are not permitted to bring in any bags or personal items.
11. Upon arrival you should inform staff of any significant issues and update your location of work for the day, should it have changed from the originally stated location, and supply a preferred contact number that day if any different to the ones stored, these will be recorded on the register.
12. When your child is safely dropped off please continue around the oneway system marked out and shown in the information video and back to your car.

### COLLECTION

1. Parents must give the names of all persons authorised to collect their child on the contract form. Only persons named on this form will be able to take the child from the setting, If for any reason some one not named on the form is collecting your child then am password will be asked upon arrival, it is the parent/cares responsibility to ensure the password is passed on correctly.

2. Parent/Carer will collect their child from the pre-school gate/entrance prompt to the time for which they have been allocated.
3. If other parents in attendance, parents are asked to keep a 2meter distance between themselves and any other parents or staff.
4. If a parent wishes to speak to a member of staff, Parents are encouraged to come into the outdoor play area and to keep a safe distance from staff members at all times.
5. Children will be encouraged to carry their own belongings to their parent.
6. Upon collection staff will inform parents of any significant issues
7. Parents are encouraged to have a set of clean clothes for their child to change into upon arrival at home.
8. Should you or any of the named emergency contacts be unable to collect your child, please inform the setting as soon as possible. Arrangements will then be made to ensure your child is cared for.
9. Please ensure when contacted pre-school to inform us of any important information that you ring pre-school phone and speak to a member of staff personally, as messages aren't always seen during the day.
10. Pre-school number 07495698789

This <b>Covid 19 arrival and collection policy</b> was Berriew Pre-school was passed for use	
On:	
By:	Position:
Date of planned review:	