



## **Stoneydelph Primary School**

### **Stoney Tots Daycare**

#### **Arrival and Departure Procedure**

##### **Arrival**

- Staff will arrive at the setting before 8:30am.
- Children are admitted into the setting from 8:45am for the morning session, 11:45am for the lunch session and 12:15pm for the afternoon session. Entry via the large external door located in the nursery playground.
- A member of staff supervises the entry door at all times and reminds parents to sign their child into the setting on the arrivals register and to place home link diaries in the box.
- Parents are politely asked to take their child into the cloak room where they help their child hang up their coat, to self-register using their token and then help their child settle with an activity.
- For children experiencing difficulty in settling in a member of staff will be at hand to help.
- The manager is at hand to greet children and parents/carers where any brief queries can be answered. Appointments can always be made for after sessions if a lengthy discussion is needed. There will be general supervision of children at this stage.
- Formal registration is taken approximately 10 minutes after the start of the session (usually after the parents have left).

##### **Departure**

- Sessions end at 11:45am for the morning session, 12:15pm for lunch time session and 3:15pm for the afternoon session.
- All children are seated on the carpet prior to the manager opening the main door that the children arrived through.
- All accidents will be reported to parents and parents/carers will be asked to sign the accident book.
- Children are called one by one to join their parents/carers, we ask parents to be patient at this point as the children may be a little slow.
- Children will only be discharged to previously named adults whose details are on the child's admissions documentation. If a person who is not a named adult comes to collect a child, the child will not be discharged to them until the parents have first been contacted by telephone.
- Whilst a member of staff is discharging children at the main door another adult will be supervising the other children on the carpet.