



Lavenham Pre-School  
Lavenham Village Hall  
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## Arrival and Departure Policy

### Arrivals

**Parents drop off and collect their children at the main front door. If the child is unsettled, then parents may enter the Pre-School to help with settling in.**

**Visitors are unable to come into Pre-school unless by appointment.**

It is the policy of the Pre-School to give a warm welcome to each child on their arrival and ensure that they depart safely at the end of each session.

Parents should press the buzzer on the front door and then wait until a member of staff opens the front door. We ask parents NOT to let other parents in or out to ensure the safety of all the children.

Entrance to Pre-School is through the main doors.

On arrival, a child's attendance will immediately be recorded on the daily register in the playroom, including the time of registration.

**If the child's bag contains any medication this should be handed to a member of staff for security and the Administering Medicine Form must be completed.**

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff when the child is dropped at the Preschool, emailed, or called. It is the parent's responsibility to make sure that the person collecting has the child's password and has a valid photo ID with them.

### Visitors

We provide a 'signing in' book which is located in the entrance for visitors to sign, date and state the reason for visiting. Any visitor is asked to complete the signing in book. We explain that mobile phones are not to be used whilst they are visiting and if they wish to use it, they must step outside.

### Departures

Parents should arrive in good time for collection or contact the setting as soon as possible in case of delay.

The adult nominated to collect a child must be one of those named on the Admissions Form. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children. No child will be allowed to leave pre-school unaccompanied.

No adult other than those named on the Admissions Form will be allowed to leave pre-school with a child. In the event that someone else should arrive without prior knowledge, we will telephone the parent/carer immediately.

If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

Upon departure, the register will be marked to show that the child has left the premises.

Parents should press the buzzer on the front door and then wait until a member of staff opens the front door.

Parents will be given feedback on their child’s session and will be asked to sign necessary forms such as accident/incident forms or medication record.

### Security

The parents must inform the pre-school without delay if they are unable to collect their child. The parent will then be asked by the pre-school manager some details to help check the identity of the person collecting their child.

Managers must be made aware if a child is not allowed to be collected or come into contact with members of their family in the form of a court order or if they do not have parental responsibility. If one of these family members should call at the pre-school, they must not be granted access and the person in charge must deal with the situation and ensure no contact is permitted. The child’s primary carer must be informed of the incident immediately.

### Staff

Staff’s belongings, including mobile phones, will be put into their locker or kept int the staff areas on arrival.

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|----------------------------------|----------------------|--------------------|
| ▪ This policy was adopted by     | Lavenham Preschool   | (name of provider) |
| On                               | <u>February 2026</u> | (date)             |
| Date to be reviewed              | <u>February 2027</u> | (date)             |
| Signed on behalf of the provider |                      |                    |



|                   |                    |
|-------------------|--------------------|
| Name of signatory | <u>Roy Mawford</u> |
|-------------------|--------------------|

Role of signatory (e.g. chair, director or owner) Chair of Trustees