

# *Hillside Pre-School and Early Learning Group Policies and Procedures*

---

## **Arrival and Departure Procedures**

- 1) Doors are opened at 9am, 12.30 and 1.00pm respectively for morning and afternoon sessions. Parents' help their children where necessary to hang up their coats, collect and post name tags and leave their lunch boxes in the appropriate places.
- 2) Staff will be available at the main door to talk to parents and to receive information.
- 3) Parents and children enter by the main door. Parents are asked to leave by the exit door where staff will be present. This system ensures a smooth flow of parents and children, and to prevent a child trying to leave and follow a parent. Once parents have left and both doors are shut, the register is taken.
- 4) At home time children are seated at the tables, and painting, collage and other letters, or information handed out to them, a folder is supplied. Children are reminded that they must stay in their seats until their parent or carer comes to them.
- 5) At 12.00pm and 3.00pm the main doors are opened. Parents are asked to collect their child from the table where they are seated and leave by the exit door. Staff will be situated on the main door and the exit door, and are available to talk to parents. Other staff will remain vigilant and are also available to talk to parents.
- 6) If a child is leaving at 1.00pm (after Lunch), they will leave by the exit door of the Ladybirds classroom, where a member of staff will hand each child over to their parent/carers. Other staff are available at this time to talk to parents/carers if required.

## **Emergency Closure**

If the Pre-school is closed for any reason, e.g. snowfall, floods, heavy winds or damage to the building please check the school website on [www.hillsidefirst.sch.uk](http://www.hillsidefirst.sch.uk) or Pre-School website [www.hillsidepreschool.org](http://www.hillsidepreschool.org). Up to date information will be put on the Pre-school's Facebook page. Please remember - if the First school is closed then the Pre-school will also be closed.

Or alternatively please ring on 01202 820679, staff will do their best to get in and telephone parents before they set out on their journey to pre-school.

*Links to the Early Years Foundation Stage  
Positive Relationships 2.2 Parents as Partners*

**Page 1 of 1**  
**Updated February 2020**

*The childcare provision, where appropriate, applies to Hillside Pre-School, After School Club and Breakfast Club*

*A copy of the latest policies and procedures is displayed in the Pre School and available for staff and visitors*