

Morning entry procedure

At 9:15 the manager opens the front door to greet and let parents/carers and children into the setting.

Manager to stand by the door until the last parents/carer leave the setting then to lock the front door and turn the buzzer on for the inner door

Children come in put there snack and lunch boxes on the table then we ask parents/carers to take them to their key person to self-register.

Key people to register their own key children in on their individual register

When the doors are closed all registers are to be handed in to the person on main register duty to fill in the main register as soon as possible.

Children are then to be head counted and the white board completed to show how many children and staff are in the setting

Morning exiting procedure

At 12.05 children who only do morning are asked to check their drawer's

When all children are in the lobby they are to be head counted by the person on register duty.

At 12:15 the doors to be opened one member of staff to see the children out and to be matched up with their parents /carers and the member of staff on register duty to sign them out them out on the register as they leave the setting

If a parent /carer wish to talk to a member of staff please ask them to wait and explain how important it is to mark the children out safely

If a child is being collected by who doesn't usually collect them please make sure you check in the child collection folder for permission

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Afternoon entry procedure

12.15 – the children who are doing the afternoon session come in through the side door and there key person will be waiting for them

Manager to stand by the door until the last parents/carer leave the setting then to lock the front door and turn on the buzzer on the inner door

Children come in put there snack on the table then to be taken to their key person by their parents/carer to self-register.

Key people to register their own key children in on their individual register

When the doors are closed all registers are to be handed in to the person on main register duty to fill in the main register as soon as possible.

Children are then to be head counted then fill in the white board to show how many children and staff are in the setting

Afternoon exiting procedure

At 2.05 children who are here all day are asked to check their drawer's

When all children are in the lobby they are to be head counted by the person on register duty.

At 2:15 the doors to be opened one member of staff to see the children out and to be matched up with their parents /carers and the member of staff on register duty to sign them out them out on the register as they leave the setting

If a parent /carer wish to talk to a member of staff please ask them to wait and explain how important it is to mark the children out safely

If a child is being collected by who doesn't usually collect them please make sure you check in the child collection folder for permission

At 2.40 children who are here all day are asked to check their drawer's

When all children are in the lobby they are to be head counted by the person on register duty.

At 2:40 the doors to be opened one member of staff to see the children out and to be matched up with their parents /carers and the member of staff on register duty to sign them out them out on the register as they leave the setting

If a parent /carer wish to talk to a member of staff please ask them to wait and explain how important it is to mark the children out safely

If a child is being collected by who doesn't usually collect them please make sure you check in the child collection folder for permission

Signed by manager.....date

Signed by chair of committee.....date