

Arrival & Departure Policy

Little Friends aim to provide all children and parents with a safe, secure and organised arrival and departure in the setting. To ensure that this happens we adhere to the following:

- Opening Hours – Private Day-Care and Pre-School - 67 Huntly Road 7.30 am – 6.00pm.
After-School - 14 Ballygowan Road 7.15am – 6.00pm
Laurencetown and Donacloney Out of Schools Clubs – 7.45 – 9.00 and 2.00 – 6.00
- Whilst in all car parks parents must hold their child's hand at all times.
- Entrance to the settings will only be granted with security fobs or remote access through phone system by a staff member in the building (Ref: Security & CCTV Policy).
- Parents must take time to pass on all relevant information about their child to the appropriate staff member.
- Our car park at Huntly has 19 designated car parking spaces , 1 disabled space, 4 spaces at the back wall at the front of the nursery, 1 space at the blue storage area and 10 spaces in the car park in front of Pre-School and 3 staff parking. Extra car parking spaces are available on the road adjacent to the nursery. At 14 Ballygowan Road there are 11 designated parking spaces and 1 disabled space. All Out of Schools Clubs have their own carpark adjacent to the settings.
- The entrance wall to the main nursery must be kept clear at all times for the safety of all patrons.
- Access to the main nursery is obtained through the electric gates to the car park (please wait for the gates to open fully) and the secure gate on the footpath to the back of the nursery.
- All access is kept clear and free from hazards (bins, deliveries, frost and snow).
- We would ask all vehicles to adhere to the 5mph speed limit while on all the premises.
- Please be aware that our busy times in the main nursery are between 8.15am – 8.40am and between 4.45pm – 5.30pm. Please ensure you take extra care entering and exiting the building and carparks at these times.
- On all application forms parents must name up to 6 people who are authorised to collect their children. On arrival to any of the settings they must carry with them photographic I.D., for the first few visits until they are known by the staff team, they will be escorted by a staff member to the appropriate room and met by a member of the room.
- In an emergency where the named people on the form are unable to collect your child, prior arrangement **must** be made with the office to ensure safe collection of the child.
- On collection time parents receive a detailed account of their child's day using their daily record book, whiteboards or individual trays.
- **No children will be released from our care to siblings under the age of 18.**
- Taxi collection is only allowed with an appropriate known adult to the child.
- Risk assessments are carried out on all car park facilities to ensure safety to all patrons when arriving and departing from the nursery.
- If there is a late pick-up a member of management and a staff member from the child's room will remain with them until a parent arrives.

Links to other policies:

Safeguarding/ Child Protection Policy

Adult Protection Policy

Confidentiality Policy

Health & Safety Policy

Security of the Setting Policy

Managing Emergencies Policy

Partnership with Parents/ Carers Policy

Supporting Children's Feelings and Behaviours Policy

Signed: _____

Date: _____