**A black and white logo with birds on a branch

Description automatically generated Arrival and departure of children Last updated January 2025**

**Arrival and departure of Children**

* **Registration and Sign-In:** Upon arrival, a staff member ensures that the child is marked as present on the attendance register on My Montessori Child to ensure accurate records of attendance are maintained. This is important for emergency situations and for maintaining staff-to-child ratios.
* **Staff Responsibility:** A Staff member is responsible for ensuring the child’s arrival, addressing any specific needs at drop-off and making a note on My Montessori Child.
* **Parental/Guardian Hand-Over:** Children must be supervised upon arrival. Parents or guardians will physically hand over their child to a staff member. This helps ensure the child is safely handed over and that any important information (e.g., changes in routine, health concerns) can be shared.
* **Arrival Times:** The parents or guardians are encouraged to queue up outside the main gate until 9.15am, whereupon the gate will be opened and children greeted by the assigned staff member. For afternoon sessions arrivals, parents or guardians should arrive for 12.30pm handover. The setting gate will be closed, and doors will be locked from 9.30am and 12.45pm for security purposes.
* **Departure Times:** On collection at 12.30pm or 3.45pm the parents/guardians are encouraged to queue up at the main gate, and a staff member will hand over the child to authorised collector.
* **Late Collection** If a parent/guardian or authorised person is late collecting a child, the child will not be left alone. After 15 minutes, first the parent, then the next named authorised person, will try to be contacted by telephone. If there is no response, the child will be looked after until contact can be made, and the child is collected. If no contact can be made after 45 minutes, Children’s Social Care will be informed.
* **Emergency Contacts:** Parents should ensure that the preschool has up-to-date emergency contact details for themselves, and anyone authorised to collect their child. This is vital in case of emergencies or changes to collection plans.
* **Risk Assessment:** We will conduct regular risk assessments to identify and mitigate any potential risks during drop-off and pick-up times.
* **Authorised Collectors:** Our staff will ensure that children are only handed over to individuals who are authorised by the parents or guardians. This can be done through a password system or pre-arranged collection plans in writing.
* **Late or Absent Children:** If a child is absent without notification, staff will contact the parents or guardians to ascertain and note the reason on the Register. If a child is repeatedly late, we will work with the family to ensure timely arrival and departure.
* **Accurate Records:** Accurate attendance records are maintained via My Montessori Child, including the times of arrival and departure for each child. This is all recorded on the Register on My Montessori Child.

**Communication with Parents**

* **Clear Guidelines:** Upon the child starting with us we will provide parents with a Parents’ Handbook, which sets out clear, written arrival and departure procedures. This includes details about who can collect the child, signing-in and signing-out procedures, and what to do if there is an emergency.
* **Changes in Routine:** Parents should inform the preschool of any changes to a child’s usual collection routine (e.g., someone different will be picking up the child).
* **Emergency Contact:** If a parent or guardian is unavailable, the parents are responsible to provide alternative emergency contacts, ensuring that children are not released to unauthorised individuals, and this will be recorded on My Montessori Child.

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