



Arrival and Collection Policy

Arrival at Playschool

Morning Sessions

- Children and their parents may enter the school playground after the school gate is opened at 8:45
- Do not let children play on the school equipment at any time, as the school is not insured
- At 9am, Playschool staff will open the playground door for children to enter the building. Parents are welcome to come in and settle their child but are asked to remain in the classroom and not to enter the cloakroom area unless accompanied by a staff member. This door will remain supervised until 10 minutes after the session has started
- If you are late and arrive after 9.10am please enter the building via the front entrance of the school. Please phone the Playschool (01372 453162) and a member of staff will let you in

Afternoon Sessions

- Children and parents will wait outside the front entrance of the school until 12.15pm for Swans, when a member of Playschool staff will open the school front door
- Children can then enter Playschool via the school hall. Parents are welcome in with a Playschool lanyard and will be escorted through the hall by a member of Playschool staff

Absence

Parents are requested to inform Playschool staff if their child is absent due to illness or for some other reason.

If we do not hear from the parents, we may contact them to establish the reason for the absence.

We will definitely make contact if the child is absent without notification after two weeks.



Collection from Playschool

Anyone collecting a child from Playschool needs to be aged 18 plus, unless written permission has been provided by the parent beforehand. Any person that does not usually collect a child must be confirmed by a parent before they can collect.

Morning Sessions

- Parents will wait outside the front entrance of the school until 12.00pm when a member of Playschool staff will hand the children over two at a time to waiting parents.

Afternoon Sessions

- Parents may enter the school playground at 3.00pm when the gate has been opened
- When the Playschool session finishes, children will be handed back to parents in the playground

When a parent requests that a child goes home with someone other than the adult who usually collects them, Playschool must be informed. Playschool will keep a written record of this request and ensure that the child leaves only with the adult who has been authorised by the parent. If an unauthorised person does come to collect a child, a phone call will be made to the parent.

Late Collection of Children

When children are not collected on time, staff will make every effort to contact the parent to ascertain why they (or an alternative contact) have not collected their child. Parents will be made aware that the Surrey Contact Centre (Tel. No. 0300 470 9100) or the Police will be contacted if there has been no contact with the parents and the child has still not been collected after 30 minutes from the normal pick up time.

If the late collection of a child means that only one member of staff remains, they and the child will wait in the Polesden Lacey Infant School reception area.

Parents who arrive late to collect their child will be charged for the extra time staff have had to remain in Playschool. This will be calculated on a pro-rata Playschool session rate and will commence 15 minutes after the normal pick up time.



Reviews

This policy is held on the Playschool's Website (www.polesdenlaceyplayschool.co.uk) and in the policy folder in the cloak room. This policy will be reviewed periodically, as and when required.

This policy was adopted at a meeting of the Playschool Committee held on 6th March 2007 and signed by Julia Close on behalf of the Playschool.

This policy was reviewed and changes agreed at a committee meeting held on:

Date	Signed on behalf of the Playschool
13 th May 2013	Nichola Hooper, Chair of the Committee
27 th April 2015	Alison Harding, Chair of the Committee
14 th November 2017	Natasha Matthews, Chair of the Committee
13 th May 2019	Natasha Matthews, Chair of the Committee
27 th April 2022	Ellie Pragnell, Chair of the Committee