Kingsnorth Recreation Centre, Field View

Kingsnorth, Ashford, Kent TN23 3NZ

Telephone: 01233 503843

E-mail: littleacorns1@btconnect.com

Web Site: www.littleacornsashford.com

**Manager: Mrs Donna White**



 P.L.A. Membership No. 202255

 Registered Charity No. 1185961

**Arrival and Departing policy**

* Arrival times 8.45am and 12pm
* Departing times 12pm and 3pm
* Member of staff opening door.
* Member of staff outside of main entrance to building.
* Member of staff ticking register of children on arrival.
* Key person to greet child and parent.
* Inner door locked after children arrival and parents/carers left.
* Late collection, two members of staff to stay with child, all contact numbers to be tried. £1 per minute rate, at manager’s discretion (uncollected child procedures to be put in place).
* Password system in place for collection by someone other than usual parent/carer. (details kept in child’s information folders in office)
* All visitors to sign in visitor’s book, and to switch off their mobile phone or put in office.
* Member of staff get parent/carer to sign accident book for any pre-existing injuries.
* Member of staff get parent/carer to sign medication book for any medication needed.

|  |  |  |
| --- | --- | --- |
| This policy was adopted at a meeting of |  | *(name of provider)* |
| Held on |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) |  |