



Arrival and Departure Times policy

Statement of intent

We need to be aware at all times of exactly who is on the premises.

Aim

We will keep accurate and up to date records of the arrival and departure times of all adults and children.

Methods

In order to achieve this aim, we operate the following procedure:

Staff

Will sign in and out – with times - every day in a dedicated staff register book.

Visitors

Will sign in and out – with times – in a dedicated visitors book.

Children

Registers to be taken as follows:

Arrival

Early start: from (08.30)

The arrival time of every child will be recorded on the early start register.

Morning session (09.00 – 12.00)

The register is taken as children arrive.

Children who arrive after the door has been closed at 9.00 must sign the “Late book”, giving their time of arrival. This will be entered in the register.

Afternoon session (12.00 – 14.45)

As per the morning session, the Register is taken as children arrive and the time noted in the Register.

Departure

Morning session (09.00 – 12.00)

Children who leave, as normal, at the end of the morning session are recorded as leaving at 12.00. Children who are picked up early or late have their pick up time recorded.

Lunch club (12.00 – 13.00)

Children who leave, as normal, at the end of lunch are recorded as leaving at 13.00. Late or early departures are recorded.

Afternoon session (13.00 – 14.45)

Children who leave, as normal, at the end of the session are recorded as leaving at 14.45 – late and early pick up times are recorded.

Forest School (11.30 – 14.30)

A separate Register is kept for Forest School.

Registers are kept in the register holder inside the store cupboard

This policy was adopted at a meeting of

Child's Play Pre-School

name of setting

Held on (date)

15/10/13

Signed on behalf of the Proprietor

Role of signatory

This policy was reviewed on

(date)

continue as necessary

(date)