



# Marsh Green Pre-school

St John's Church, Marsh Green Road, Marsh Green, Nr Edenbridge, Kent TN8 5QR

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## Drop off and Collection Policy

The need for the Pre-school to develop a child drop off/collection policy is to:

- Clearly outline the drop off/collection procedures at Marsh Green Pre-school.
- To ensure that each child is safe when on the school grounds.

### Aims

- That no child is unaccounted for at any time.
- That each staff is up-to-date on child drop off/collection procedures and arrangements.
- That parents/carers are aware of the appropriate drop off/collection procedures.

### Procedures

- A member of staff will stand on the door to let parents and children in and out of the premises.
- The manager or nominated member of staff will sign each child in and out of their session using the register.
- Parents must inform staff as to who is collecting their child (this person must be authorised on the registration form).
- Staff will ensure that children will only leave the pre-school with an authorised adult.
- Children remain the responsibility of the parent/carer during drop off and collection times.
- In an emergency if you are unable to collect your child and need to ask someone that is not on the registration form you must telephone the pre-school and inform staff and issue a password to the person that will be collecting your child.
- Parents are to enter Marsh Green Pre-school via the main entrance up the side path of the church where they will hand over to a member of staff on the door. Any parent/carer that has to drop off or collect their child outside of normal hours should knock at the entrance and wait.

This policy was adopted at a meeting of

Marsh Green Pre-School CIO

Held on (date)

Signed :

(Manager)

Signed:

(Chairperson)