



ADMISSIONS & COLLECTIONS – PROCEDURE

Session times as follows: Morning 9.00am – 11.30am
 Lunch 11.30am – 12.30pm
 Afternoon 12.30pm -3.00pm

Admission

Parents/carers will ring the doorbell to gain entrance to Holt Under Fives – the door will be opened by a member of staff who will greet child and grown up and guide them inside. The child/children are marked in the register. Children will be encouraged to take off their coats and hang up them up with their bags at this time and time is given by staff if they are eager to update what they have been doing. Lunch boxes should be placed on the kitchen counter – labelled.

With their child settled, any information that needs to be passed on to Staff (such as who is collecting their child) can be given before the parent/carer leaves the premises by the same door. Medicines/creams & a completed Medication Form should be passed over to a Staff member and details checked/signed. In the same instance, should there be any documentation or details to give to the parent/carer then the member of Staff can do so at this time.

Should settling-in require distraction techniques, then the remaining Staff will ensure that they are available to greet any further children, parents/carers as they arrive.

The register will be checked off again when only staff and children remain. All staff will know how many children are in the session.

At 11.30am a member of staff from Holt CP School will bring along any children joining us for lunch and afternoon sessions. They will come to the internal door and children will be greeted and after hanging coats and bags they join the children on the carpet with the other member of staff. A further headcount is taken and the register updated. Staff will mentally note number of attendees.

Collections

Staff will open the door at collection time (11.30am, 12.30pm or 3pm depending on pre-agreed session choice) and call out to your child/children to come to the door. Your child/children will have their coat, bags and perhaps craft items to carry out (lunch box/water bottle if later in the day).

Staff will ensure that the correct grown up is picking up the correct child. If any information and required documentation needs to be given/signed (eg. if there was a head bump/fall) then a member of Staff will ask for that parent/carer to come into the setting to a quiet area. Medicines/creams will be passed back and documentation signed off.

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Admissions & Collections Contd\...

Children remaining for lunch and afternoon sessions will remain on the carpet with a member of staff, reading books or joining in rhymes/songs.

Please refer to "A Child Goes Missing / Parents/Carers Fail to Collect a Child and An Unknown Parent/Carer/Individual Arrives to Collect a Child".

At 3.00pm the process will be repeated and should any children be remaining for Holt CP School "Coolcats" After School Club they remain on the carpet and a member of Coolcats staff will begin their care. Any essential information for parents/carers will be passed on to Coolcats staff together with sign-off documents.

Holt Under Fives do operate a Late Collection Penalty (refer to separate correspondence). Parents/Carers should advise any person designated to collect of this Penalty.

Date	September 2023
Checked	Helen Jowett/Sarah Jones/Julie Suckley (Playgroup Leader/Playgroup Supervisor/Registered Person)
Review Date	April 2024