

Arrival and Collection Routine

This procedure is in place to ensure the safety of your children.

When you arrive at Playgroup please wait outside until the door is opened and you are welcomed in by the Playleader or person in charge. This helps the staff to ensure that we are ready for the arrival of the children.

- Please come in through the porch and kitchen into the big room.
- The children's coat pegs are behind the door on the wall under the small window. Please help your children to locate their peg, to hang up their coat and bag, and change into indoor shoes, leaving outdoor shoes on the carpet under their jacket peg.
- If your child has something for the 'Precious Box' i.e. a comfort blanket or a special toy, please help them to put it in this safe place, located behind the hall door under the telephone.
- Please encourage your child to put their bottle of plain drinking water on the water tray, located under the Precious Box.
- Please sign in your child and note who will be collecting them.
- As you leave, please ensure no child slips out of the door with you.
- Please bolt the gate after you

At collection time

When you arrive at collection time, on most occasions, the children will be listening to a story in the craft room to the front of the building.

- Again please wait outside until you are invited in. Please come in through the kitchen and a member of staff will call your child/children from the story room. Please sign your child out of Playgroup.
- Please sign to confirm that your child has been passed over to your care.
- Please take your child into the big room to dress your children ready to go home.
- Please exit the building via the big room/kitchen door and out through the porch. Please lock the gate behind you.
- As you go out of the gate NEVER allow a child through who is unaccompanied by an adult
- If you need to enter the building outwith normal times, please ring the porch bell and a member of staff will unlock the kitchen door for you.

Visitors must also sign in and out of the building.