

Arrival and Collection Routine

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

Drop off

- Please wear a face mask when dropping off at Playgroup and socially distance from other families arriving at the same time.
- When you arrive at Playgroup, please wait outside the gates until the gates are opened and your child is welcomed in by a member of staff. This ensures that all children are registered on arrival.
- Please ensure children arrive ready to commence outdoor play.
In colder weather, they should be wearing waterproofs and wellies. Staff will assist your child to change into outdoor clothing and wellies if these have been left at Playgroup during their previous session.
In warmer weather, they should be wearing a sun hat and sun cream.
- Please ensure your child has:
 - Child's bag, which they will hang on their peg inside the big playroom
 - Child's water bottle, which they will place on the water tray at the outdoor tables
- All children will be asked to wash their hands at the outdoor sink on arrival.
- If your child brings any medication to playgroup, please ensure that it is passed to and discussed with a member of staff.
- Please let a member of staff know if your child is to be collected early or by anyone other than a person named as authorised to collect your child on their Personal Care Plan
- If your child has a comforter, please help them to put it in a safe place in their bag for safekeeping.
- Please discourage your child from bringing a favourite toy to Playgroup.
- Please ensure that your child has no food stuffs or drinks other than water in their bag or on their possession. We have children who attend the setting with severe allergies and we have to be aware of all food and drink on the premises.
- As you leave the setting, please ensure that no child slips out of the gates unaccompanied by an adult. Please shut and lock or bolt all gates behind you.

Collection

- Please wear a face mask when collecting your child from Playgroup and socially distance from other families picking up at the same time.
- When you arrive to collect your child, please wait for a staff member to approach the gates with your child.
- Please remember to collect your child's bag and water bottle.
- Please remember to collect any medication left with the setting.
- Please remember to check that your child has their comforter to take home. Ask staff for assistance finding any items that have been removed from your child's peg.
- Please remember to take home your child's wellies and outdoor clothing, if required at home before

their next session.

- As you leave the setting, please ensure that no child slips out of the doors or gates unaccompanied by an adult. Please shut and lock or bolt all gates behind you.

If you need to enter the building out with the normal drop off & collection times, please wait at the gates or ring the porch bell & a member of staff will open the door for you.