



UMBERLEIGH ARRIVAL AND DEPARTURE POLICY

ARRIVAL

Our sessions start at 9.00 a.m. Children can arrive at 8.50 a.m. to ensure that they are on time for registration. The register will be taken at the start of the morning and the afternoon sessions.

All children must be entered into the register when the sessions begin. Children who are more than ten minutes late to the session should go to the office to be signed in.

Our staff will open the door at 8.50 a.m. in order for parents to come inside with their children. We welcome parents at the beginning of each session to allow for quality involvement within our setting. All parents on the premises after 9 a.m. must be sign in at the office if they plan to stay for any period of time.

If you should need to leave your child a few minutes prior to 8.50 a.m. then this will be at the discretion of our play leader, who will ensure that all safety measures are in place before any child is left.

Our afternoon sessions start at 12 noon. Children just attending the afternoon sessions can arrive at 11.50 a.m. to ensure that they have time to register. They should report to the infant classroom where they will join the rest of Brumble Bees.

The setting is secured during school hours so parents arriving later than session start times need to report to the school office or ring the doorbell if the office is not occupied.

DEPARTURE

Brumble Bees is open Monday, Wednesday, Thursday and Friday each week. Our morning session finishes at 12.00 noon. However, parents have the option to select a school lunch for their child. If children are staying for lunch,

then sessions finish at 12.30 p.m. Parents must ensure that this is discussed and agreed with an EYFS member of staff. Our afternoon sessions finish at 3.00 p.m. however parents can arrange with staff to pick up their children at 3.30 p.m. if they have other children enrolled at Umberleigh Academy. The additional ½ hour is free.

All children must be signed out of the register when they leave after a sessions ends. Children leaving before the end of the normal session time should be collected by parents by reporting to the school office and sign out of the register.

Parents must inform an EYFS member of staff if their child is to be collected by someone other than the child's parent.

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Policy agreed _____ **Date** _____