



### **Arrivals and Departures Procedure**

Windsor Kindergarten believes that the health and safety of children is paramount. We make our setting a safe and healthy place for our children, parents, team members and volunteers.

We have a strictly enforced daily registration procedure covering arrivals and departures as well as visitors to our setting.

- Systems are in place for the safe arrival and departure of children and the team. Times are recorded in the registers.
- The door is manned at the beginning and end of each session whilst children are coming and going. The register is being taken at this point. Parents have to press the buzzer for a member of the team to let child/children in.
- Parents/carers are required to identify named adults who have permission to take children home at the end of the sessions; these are recorded and stored with the Register. If another adult will be coming to collect a child the parent must verbally inform a member of the team or email the manager in advance. Unknown adults will be challenged and must give team members the password provided by the parents or show ID at ASC before a child is released into their care. If there is any doubt, parents will be contacted by the Manager to confirm the adult's identity and authorisation.
- Our system aims to prevent unauthorized access to our premises.
- Our systems aim to prevent children leaving unnoticed.
- Registers are stored for the duration of the session in the allocated rooms giving easy access in case of evacuation. Once the registers have been completed the total number of children, visitors and team members attending the day is recorded on the whiteboard.
- The nursery ends promptly at 12.10pm/3.45pm/6.00pm. Any parent who is unable to collect at the correct time needs to inform the nursery/ASC immediately to allow us to cover the nursery/ASC accordingly. If a child/siblings remain uncollected 10 minutes after the end of the session, a £15 charge will be levied and £5.00 for every 5 minutes thereafter. Whilst we have a legal responsibility to ensure that a child is looked after if a parent is not in time to collect a child, we are only registered to have children on the premises from 8:00 to 6:00pm(nursery) . Late collections impact our statutory ratios and registration. In regards the ASC the latest collection time is 6.15pm.

### **Walking children to Windsor ASC from St.Mary's School**

The route followed for walking children from the infant site to the club is by turning left into Arragon Road, and then crossing the road at the traffic lights on Richmond Road. Children

then walk along Arragon Road and cross the road by St. Mary's Church and cross Church Street to arrive at the Windsor Room.

The route followed for walking children from the middle site is by turning right into Stafford Road, then crossing the road at the traffic lights on Richmond Road by Shell garage. Then walk across the courtyard next to York House and cross the road at Church Street to arrive at the Windsor ASC.

The route followed for walking children from the junior site to the club is by turning left into Richmond Road and crossing the road at Lebanon Park. They then walk across the courtyard next to York House and cross the road at Church Street to arrive at the Windsor Room.

Should any of these roads be not accessible or not safe to use due to unforeseen circumstances, the senior member of staff walking with the children will use alternative, safer route.

### **Walking children to Windsor ASC from Orleans Primary School**

The route followed for walking children from the Orleans Primary School turning left to Hartington Road, turn left to narrow alley way, turn left to Marble Hill Gardens, then turn right to Richmond Road. They then walk across the courtyard next to York House and cross the road at Church Street to arrive at the Windsor Room.

### **Walk from St. Mary's School/ Orleans Primary School to the After School Club**

- Children meet up in an arranged place at the school and names are checked against the pre-printed register.
- If any children are absent and the club has not been informed of their absence in advance, staff need to confirm that by contacting St. Mary's/Orleans school secretary or parents.
- If one of the children gets injured on the way from school, staff use the Emergency First Aid Kit to administer appropriate treatment and the incident is recorded into the Accident Book on returning to the premises.
- If a child is seriously injured staff will act in 'loco parentis' and take the child to the nearest hospital or doctor to receive treatment and every effort will be made to contact parents or emergency contact person in order to inform them of the situation. Written permission to this effect is given on the registration form, signed by all parents on their child's enrolment.
- If a child gets lost whilst walking to and from school, we follow the Policy on Missing Child.

## **Scooters**

Due to safety reasons and very young age of the children, Orleans, St Mary's Infants and Middle site are not allowed to bring scooters to the After School Club. The children may bring scooters once they are at the Junior site but due to safety, they MUST push their scooters alongside them and NOT SCOOTE on the way from school to the after-school club.

Due to restricted storage space, the Windsor After School Club operates strictly NO BIKE POLICY. Children can bring bikes with them (pushing them alongside them, not cycling) but must be safely locked outside the premises.

Policy reviewed September 2023