

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 where the coat trolley will be.
- Please help your children to hang up their coats, leave bags, and if appropriate outdoor shoes on the trolley.
- 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!

Once all the children have arrived the trolley will be wheeled through to the staff room for the duration of the session.

At collection time

When you arrive at 12 noon, or 12:30 on Mondays, on most occasions, the children will be listening to a story the small 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.
- The coat trolley will be in back in the big room where there will be plenty of space for you to dress your children ready to go home.
- Please exit the building via the big room kitchen door and out through the porch.

This may sound over the top instruction but it is necessary and does ensure the safety of the children which is of paramount importance to us.