

Gan Alon Procedure for Arriving and Collecting Children

The way each day begins is crucial to your child's pre school experience. At Gan Alon we aim to make the transition between you the parent(s)/carers and the pre-school as peaceful as possible. Please help us to help your family by following our Arrival and Collection Procedure.

- Show your Family Pass at the gatehouse.
- At the start of each pre-school day, enter through the double doors of the New North London Synagogue, and proceed to the classrooms at 9.15
- Take off your child's outer clothes and hang them on the peg provided. Gan Alon requires **all** outer clothing (during both winter and summer months) to be named with either a permanent marker or a printed label.
- Please place your piece of fruit or vegetable in the bowl provided.
- Please place any book folders into the box provided.
- Every time your child arrives and is collected from Gan Alon, a responsible adult **must** sign the Signing In/Out book for that day.
- Please wait outside the doors of the classrooms until a member of staff greets you at the group-room door to welcome your child into their assigned room
- Parents and carers can then leave.
- Gan Alon staff will assist children by placing any lunchboxes on the shelves.
- If you arrive after 09.15 and there is no staff member to greet you; bring your child into the classroom.
- Please feel free to stay, if your child is emotional, settling in, or you wish to speak to the Manager or a member of staff.
- We ask that coats have a coat loop, to ensure they hang easily.

The purpose of this procedure is to:

Accelerate the settling in time by getting children used to saying goodbye.

Ensure a quiet, orderly Registration time when staff can say the usual morning prayers, review the current theme and introduce the activities on offer that morning.

Collecting Children

- The designated Gan Alon collection point is from the side entrance of NNLS. Please come through the metal gate and use the intercom to alert us to open the double doors.
- At the appointed collection times of 12.15pm, 1.15pm and 2.30pm, the double doors will open automatically and the intercom will not have to be used.
- Please arrive on time to collect your child.
- When collecting your child please wait in the corridor outside Gan Alon until the doors are opened by a member of staff.
- Remember to sign your child out in the Signing In/Out book.
- We ask that you move toward the doors of the group rooms when collecting children as children are too small to see through the legs of adults.
- If you are unavoidably detained and will be late collecting a child please call and let us know where you are and how long you expect to be.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

The Non- Collection of Children Policy

In the event that a child is not collected by an authorised adult at the end of a pre-school day, Gan Alon Pre-school puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

- Parents of children starting at the pre-school are asked to provide specific information which is recorded on our Registration Form, including:
 - Home address and telephone number.
 - Place of work and telephone number.
 - Mobile telephone number and email address
 - Names and telephone numbers of adults who are authorised by the parents to collect their child from pre-school, for example; childminder or grandparent.
 - Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name address and telephone number of the person who will be collecting their child. We agree with parents how the identification of the person who is to collect their child will be verified.

Parents are informed that if they are not able to collect the child as planned they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that in the event that their child is not collected from pre-school by an authorised adult and the staff can no longer supervise the child on our premises, we apply the Child Protection Procedures as set out in our child protection policy.

If a child is not collected at the end of the session/day, we follow the following procedures;

- The Going Home Board is checked for any information about changes to the normal collection routines;
- If no information is available, parents/carers are contacted at home, at work or on the mobile phone number;
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from pre-school and whose telephone numbers are recorded on the Essential Information Form are contacted;
- The child stays at pre-school in the care of two fully-vetted workers until the child is safely collected;
- The child does not leave the premises with anyone other than those named on the Essential Information Form;
- If no one collects the child and the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our Child Protection Policy. We contact our local authority social services department on 8359 2000 and inform Ofsted 0870 000 2288;
- A full written report of the incident is recorded.

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