

Hillside Pre-School and Early Learning Group Policies and Procedures

Arrival and Departure Procedures

- 1) Doors are opened at 9am, 12.30 and 1.00pm respectively for morning and afternoon sessions. Parents/carers leave their child at their classroom door and staff will help the children where necessary to hang up their coats and leave their lunch boxes on the trolley. If a child is new/unsettled then the parent may accompany their child into the classroom.
- 2) Staff will be available at the main door to talk to parents and to receive information.
- 3) Once parents have left and all doors are shut, the register is taken.
- 4) At 12.00pm the main doors are opened for children who attend the morning sessions. Staff will hand over the child to their parent/carer and be available to talk if required.
- 5) If a child is leaving at 1.00pm (after Lunch) or 3.00pm, they will leave by the exit door of the Ladybirds classroom, where a member of staff will hand each child over to their parent/carer. Other staff are available at this time to talk to parents/carers if required.

Emergency Closure

If the Pre-school is closed for any reason, e.g. snowfall, floods, heavy winds or damage to the building please check the school website on www.hillsidefirstschool.org or Pre-School website www.hillsidepreschool.org. Up to date information will be put on the Pre-school's Facebook page. **Please remember - if the First school is closed then the Pre-school will also be closed.**

Or alternatively please ring on 01202 820679, staff will do their best to get in and telephone parents before they set out on their journey to pre-school.