**Arrival and Departure Policy**

Written by: Alice Mcpherson Date: 16.07.2021

To reflect changes to our risk assessment relating to coronavirus and the Government’s social distancing rules, the following Arrival and Departure Procedures will be implemented for all children and parents with immediate effect:

**Arrival Procedures**

**Your child’s temperature will be taken on arrival**

* Please use doorbell which will be sanitised after each drop off ready for next parent to stop cross contamination.
* Stand back from the door so we can see you, giving us a safe 6ft distance and maintain 6ft from other parents, waiting in a socially distanced queue when necessary. Although this isn’t a legal requirement anymore, I will be keeping it in place to keep my setting open and children and staff safe until further notice.
* We will open the door and take your child’s temperature if your child’s temperature is below. 37.5 then they will be invite to come inside. Unfortunately if your child’s temperature is above 37.5 then they will need to return home and take a PCR test before returning to the setting.
* You will be asked – is anyone showing signs of COVID-19 within your household? Please answer honestly to keep everyone safe.
* Please explain to your child that they cannot bring toys from home at this time. However, you are welcome to provide a duplicate comforter to be washed and used here; dummies will be kept for sleep times in a labelled lidded pot.
* Your child will be helped to remove their coat and shoes, which will be placed on their named shelf / in their named box to prevent cross contamination (the virus can live on surfaces for up to 72 hours).
* Your child will be asked to wash their hands – with support if necessary. All children will be supervised during hand washing and taught our routine which we will share with you, so you can use it at home.
* Your child’s arrival time will be recorded on the daily register.

**\*\*Medication administration** – you will find Medication Forms available by the door. If your child needs medication, please fill one in, sign and date it for us **before** knocking on the door. Please note that we cannot give your child medication without a completed and signed form.

**\*\*If your child is ill, keep them at home – please do not ask us to make doorstep decisions**

**\*\*Keeping in touch**: if you have any information to share with us, you are welcome to text us or use WhatsApp or email. You will need to inform us about, for example, anything related to your child’s learning, development, current interests or progress **and** accidents, injuries, or incidents at home.

**While in my care:**

* If your child shows symptoms of COVID-19 then your child will be isolated from others and parents will be phoned to come and collect the child, the child will then be unable to return to the setting until a PCR test confirms a negative result and evidence has been sent to the setting.

**Departure Procedures**

* Please knock on the door; if this causes stress for some children, we might ask you to change this to ‘ring as you arrive’– we will monitor the children’s reactions and let you know.
* Stand back from the door so we can see you, giving us a safe 6ft distance.
* Maintain 6ft distance from other parents, waiting in a socially distanced queue when necessary.
* Your child will be brought to the door and helped as necessary with shoes and coat.
* We will ask if you want to take the children’s artwork home or if you want it left in their folders, We will help your child to send a photo home to show you if you don’t want to take it with you.
* We will open the door and hand your child over to you - please ensure your child does not run off down the drive unsupervised.
* We will have a very quick chat with you if time and circumstances allow.
* Your child’s departure time will be recorded on the daily register.

**In an emergency**

If you fall ill during the day, you might need to send someone we have not met before to collect your child. If we do not know the person who has arrived to collect your child, we will ask them for a password, agreed with you in advance; if they cannot provide the password, they will not be allowed to collect your child from us – this is a safeguarding requirement.

**Contacting us**

We will continue to send photos to you by WhatsApp, but we know that you might feel a bit disconnected if we are not available to chat with you at the start or end of the day. Our procedures have changed following health and safety advice to keep everyone safe, but we still want to be here for you.

\*\*You can send us a text if you want us to ring you urgently – or ring in an emergency.

\*\*If you need to speak to us, we will be available on the phone between 7:30am and 18:00pm

**Due to a positive case being within the setting and having to close for 10 days, unless a negative lateral flow test has been provided and this form is understood, signed and dated your child will not be able to return.**

Parent name:

Signature:

Date:

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