



Leaving and Collecting Children



**CULMSTOCK
PRE-SCHOOL
PLAYGROUP**

Leaving and Collecting Children Advise to Parents

Please read this carefully to help make transition for children into preschool as smooth and comfortable as possible.

Please see your child safely into the playroom where Dian will check their name on the register. Please do not leave your child unattended in the foyer or with another parent unless you know that they will take full responsibility should an accident occur before the pre-school session starts.

Note: we cannot accept responsibility for any child who is not registered as having arrived, or after they have departed – the time of arrival and departure is noted for each child as they enter the playroom. Once off the register the parent/carer takes full responsibility for the child even when still on the premises.

Please see our disclaimer in the foyer.

Difficulties parting from parents

We always welcome parental support, and you are very welcome to stay with your child for the first few sessions (if they need you to) to help us encourage them to become more confident, form friendships and make their own choices, becoming more independent.

If your child finds the moment of parting difficult, please discuss your concerns with Dian. Dian and the pre-school staff have long experience of these problems and will be happy to assist you in establishing a positive routine early on so your child will know what to expect.

Always tell your child if someone else will be collecting them from pre-school.

Always tell Dian if someone else will be collecting your child and who it will be and make sure you have written it in the collections book. If your child is due to be collected by a person unknown to Dian then a password needs to be arranged between parent and Dian. The child will not be released to an unknown person with out the person collected letting Dian know the agreed password. Passwords will be changed for each different person collecting.

Talking to our Group Leader

If you have something you wish to discuss with our Group Leader, Dian Beech. As a rule the end of the session would be a better time than the beginning so she will be able to give you her full attention, however it is important that you inform Dian about any concerns you have which may affect your child prior to the start of the that session.

You are always welcome to talk to Dian after the pre-school session ends but if you feel it really can not wait until then and you have something specific you wish to talk about just ask.

Please remember our staff are always available to help in anyway.

Congestion

Congestion tends to build up around the door to the playroom, which poses a potential health and safety risk when both doors are open and the alarm is not on.

Please keep an eye on your children, siblings as well as pre-schoolers, until you have seen your pre-school child safely into the playroom.

Please make sure the garden gate is shut when you enter and leave the premises.

You are welcome to stay and chat to other parents, but please do so in the garden rather than the lobby.

Collection of Children

Please wait patiently outside the main door to the Pre-School. When the session has finished Dian will come and open the door. Dian will call your child's name on a first in line basis.

Please wait patiently for your child: Dian does not always know which parent arrived first, or she may be keeping your child to the end because she wishes to speak to you for a few minutes at the end of the session

Please do not enter the playroom while other children are still present unless prearranged with Dian.

The welfare of all the children at Culmstock preschool is always our prime concern and we hope that you will be able to assist us in making the start and the end of each session as easy as possible for the children in our care.