



# St Stephens Pre-School

## Pick -Up Procedures.

- The Pre-school leader will answer the main door entrance/exit bell when it rings. The other members of staff will remain with the pupils in the setting to ensure there is always the correct ratio of adults for the 2-4 year olds. The pupils' safety and well-being is of paramount importance.
- The main door remains locked at all times except for pupils entering or exiting the setting with their parent/carer. A member of staff is always at the door during these times.
- The pupils will only be dismissed to an adult named on the consent form completed prior to starting, or updated if necessary, by the parent/carer of the pupil. If another adult asks to take the pupil this will not be allowed until the parent/carer has been contacted and verbal consent given. The pupil will remain within the pre-school setting until this time.
- Any key points that need to be discussed with the parent / carer will be shared at that point e.g. a toileting issue or a celebration of a new achievement, unless a confidential meeting is required and that will be agreed at a different time.
- If a parent/carer is late to pick up their child the Pre-school leader will contact them after a period of twenty minutes has elapsed to find out where they are and what is happening. The pupil will remain within the setting and staff will ensure the ratio remains compliant at all times during any transition of other pupils. If no-one collects the child after one hour and there is no-one who can be contacted, we will follow our 'Uncollected Child Guidelines'. These can be found on the school website.