



ENDS OF DAY POLICY- March 15

We are sure that all parents notice that the mornings and evenings are busy times for the staff either welcoming or handing over children to the parents in the evenings.

As you may be aware, our staff arrive before our 8am start and this is to prepare the rooms for breakfast and to set up some activities so that once the children have finished their breakfast they can go and play. We would therefore ask that if you arrive before 8am, that you use this time to prepare your child for the day by hanging their coat, removing outdoor shoes and to sign your child in, which is an Ofsted requirement.

Whilst we understand the children may have comforters and dummies for their sleep or for settling, we do discourage them from bringing personal toys as it is impossible for the staff to keep track of everyone's individual toys, especially if they are dropped somewhere or another child "pops them in their pocket". These things should be stored in their tray or box.

The evenings become busy between 5.30-6pm when most parents arrive. On collection of your child you may wish to speak with a member of staff, in which case you may have to wait if they are busy with another parent. Alternatively if you need to leave fairly promptly, there are the handover sheets which you can look at and the menus are displayed in the hall for your benefit. Could you also be aware that your children still need to be cared for so there are usually 1-2 doing the handover. If you have any concerns which you would like to discuss more fully, please don't hesitate to call or arrange a mutually suitable time to come in for a meeting.

May we remind parents that on collection your child becomes your responsibility and would appreciate if you would not allow them to run around.

At about 5.50pm the children often combine together to allow for an easier handover and so that the staff are able to tidy the rooms. We appreciate that everyone has had a busy day at work and wishes to get home to enjoy a little time with their child before bed time and would like to ask that you are mindful that our staff have commitments too and would like to leave on time.