

Jexys Juniors

Ofsted Registered Childminding Service

ARRIVAL AND DEPARTURE POLICY

Arrival and Departure Policy

To reflect changes to my 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

- The doorbell and gate keypad will be wiped with antibacterial cleaner every day but please also take precautions to avoid cross contamination.
- Stand back from the door so we can see you, giving us a safe 6ft distance.
- Maintain 6ft from other parents, waiting in a socially distanced queue if necessary.
- I will open the door and invite your child to come inside – please prepare your child for this change.
- You will be asked – are you and any of your immediate family members feeling healthy? Do you currently show any symptoms of coronavirus? 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 only and kept in their personal bag until used.
- Your child will be helped to remove their coat and shoes, which will be placed 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.
- Your child's arrival time will be recorded on the daily register.

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

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

Departure Procedures

- **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 if necessary.**
- **I will open the door and hand your child over to you.**
- **I 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 I haven't met before to collect your child. If I do not know the person who has arrived to collect your child, I 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 me – this is a safeguarding requirement.

Contacting Me

I will continue to put photos on Baby Days but I know that you might feel a bit disconnected if I am not available to chat with you at the start or end of the day. My procedures have changed following health and safety advice to keep everyone safe, but I still want to be here for you.

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

Please help me by preparing your child for these changes.

If we get this in place from day 1, we can focus on your child – not the virus – during drop offs and collections and help them to understand the new routines.