**Galston Early Childhood Centre**





**Butterfly Room**

**Parent Drop off / Collection Information**

We are delighted to be able to operate as a full Centre following the First Ministers announcement to move to “Beyond Zero”. Children will have access to the full Centre, which has robust risk assessments in place to ensure the safety of children, parents/ carers and staff. To keep everyone safe please follow our safety procedures when dropping off or collecting your child by:

* Using the hand sanitiser provided at the ECC Gates
* Following the Butterflies on the floor to ensure Social distance is maintained
* Using a face mask (unless exempt).
* Reminding your child that they will be asked to wash their hands by staff on arrival at the Centre.

**~Morning Arrivals~**

* **8am – 8.10am:** ECC Sides Gates open for children arrive between these times. A member of the management team will be on the gate to welcome you. Follow the Butterflies to the Main ECC entrance door where you will be welcomed by a member of the Early team Your child will be able to choose if they would like to play inside or outside (Staffing permitting). If your child decides to play inside they will sign in by putting a picture of themselves on the “Look who is here” board and will be encouraged to “mark make” to indicate their choice of lunch for the day. However, if your child prefers to play outside immediately, the member of staff will note down their choice of lunch to feedback to the kitchen.
* **8.30am – 8.40am:** ECC Side Gates re-open for children to arrive. As above.
* **8.50am:** Staggered Entry by Group to the side gate. Parents encouraged to arrive at:
	+ 8.50am – Green / Pink
	+ 9am – Red/Silver
	+ 9.10am – Blue

We appreciate that you may have commitments; therefore, these times are simply guidelines to reduce congestion during this busy period. A member of staff will be at the ECC gates to ensure compliance with social distancing and use of face- masks.

Children sign in on the “Look who is here” board. Children to find their keyworker to sign their lunch card and place it under the lunch of their choice or indicate their choice to their keyworker if they prefer to play outside immediately.

**~ Morning Departures ~**

**12.40 – 12.50pm:** A member of the management team will open the ECC side gates and ensure the automatic doors / garden gates secure. You will have the opportunity for informal feedback about your child’s morning.

**~ Afternoon Arrivals ~**

**1.10pm:** A member of the management team will open the ECC side gates and ensure the automatic doors / garden gates secure. Free –flow will cease for 10 mins during arrival times for Children attending long afternoons. Children arrive from 1.15pm and will enter through the Snack door and Sign in by placing their picture on “Look who is here” board. Children will find their member of staff and mark make on sign in card during brief “Touch Base” group time.

**~ Afternoon Departures ~**

**2.50pm**: A member of the management team will open the ECC side gates and ensure the automatic doors / garden gates secure. We would encourage parents/carers to arrive at the following times to collect your child:

* + 2.50pm – Green / Pink
	+ 3pm – Red/Silver
	+ 3.10pm – Blue

Staff to rotate to meet with parents outside. Staff on ECC Exit door and Playroom door to ensure safety & security.

**4pm – 6pm**: Soft Exit: Parents ring ECC Buzzer at main school entrance. Staff to take children to ECC side gates.

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