



Heathfield
Early Years Centre

Entrance and Exit Procedures



Revised: June 24

Review: June 27

Heathfield EYC - Entering and Exiting Procedures

On entering the Early Years Centre:

- Children are signed in by a member 2 members of staff on the class register
- There will be at least one member of staff at the external door, one member of staff on inside door and 2 members of staff in the playroom. To ensure the safety of children and quality interaction, parents and carers can speak to a member of staff in the foyer/quiet room or, alternatively, ask for the key worker or leadership team
- Children drop off their pack lunch (if they have one) in their coloured group box in the foyer. Adults will help decant these into snack bags for safe storage in the fridge.
- Children enter the playroom and hang up their belongings at their peg.

Please note that the EYC door will open at 9:00 – 9:10. This allows sufficient time for staff to prepare the setting.

Having reviewed national guidance, we ask that buggies and prams remain outside the centre. A member is always available at the door to support. If this causes any inconvenience, we will happily collect your child and bring them to the door ready.

On leaving the centre:

- All children must remain within the main playroom with their keyworker until collected by a parent or carer
- The parent or carer is then responsible for their child as soon as they are collected as the keyworker must remain with the rest of their group
- Although parents may collect their child at any time and for any reason throughout the day, we encourage parents/carers to avoid collecting their child before the end of the session. This helps ensure safety and security of the children and allows them to fully access all of the experiences available to them.
- All children must be ticked out by a responsible adult.

Parents should be encouraged to....

- Ensure the outside gate remains closed at all times.
- Encourage their child to remain with the group until a member of staff gives them permission to leave.
- Leave prams or buggies outside the nursery.
- Ensure any accompanying children remain in the cloakroom/foyer area and are not permitted to play in the nursery.
- There will be at least one member of staff at the door, one member of staff on sign in and 2 members of staff in the playroom.

Please note that the EYC door will be open at 2:45-3:00

Uncollected Child Procedures

At 3:00 the EYC doors will closed. If a child is uncollected then 2 members of staff will remain at the centre with the child until up to 3:30. We will call you during this time to inform that the child has not been collected and support where we can.

If required, a child may be accompanied to the School's main office to be looked after at the front of the school such as in the event of an emergency or unusual circumstance.

If you already know that you are going to be late, please call to let us know and we can make arrangements to suit.