



Daily Arrival and Departure of Children (Arrangements) Policy



1. Arrival in the mornings

- Students are recommended to arrive on time in the mornings as this assists them in settling down and forming a routine.
- The authorized person should drop off the student to the premises. In the event of the authorized person being unavailable, the family must inform the center in advance.
- It is important that the child is involved in the ECC activities from the specified drop off time. Any change in routine will not only upset your child but also unsettle the whole classroom. Your co-operation is greatly appreciated.
- The staff should get a record of the drop-off time.
- The staff (child's teacher) should greet and welcome both parent and the child warmly.
- The staff (child's teacher) should handle the separation of the child from the parent sensitively to release the separation anxiety of the child.
- The parent should give a happier goodbye without making the child feel separation anxiety.
- The parent should obey the security policies of the centre.
- The attendance is registered electronically in teachers' Educare application for each class.



- If the child arrives later than 8:20 the nurse will collect her/him from the family and escort her/him to the class.
- If the child is not collected at the scheduled pick-up time, the Nursery Manager will contact the parents/guardians to agree on an appropriate revised pick-up arrangement. The Manager will designate a member of staff to supervise the child until they are collected and will confirm with the parent/guardian who will be responsible for collecting the child.
- Timings for main program:
 - 8:00 – 8:10: Drop off – Registration
 - 12:50 – 13:00: Pick up time
 - 12:20 – 12:30: Friday Home Time

2. Drop off and pick up procedures

- Parents should wash their own hands and assist in washing the hands of their children before drop-off, prior to coming for pick up, and when they get home.
- Parents should check their child's temperature before leaving the house.
- If needed the nurse goes over a brief questionnaire regarding the health of the child as well as the child's immediate family.
- The nurse makes a visual inspection of the child for signs of illness which could include coughing, runny nose, flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- The parents should inform the staff about special considerations for the child on the day. As an example, information about the health condition, if the child had a difficult night sleep or guests in the house.



- Parent's visits should be as brief as possible.
- Parents should follow the time schedule given for drop off/pick up.
- Emergency information should be kept up to date in the event the centre is unable to contact parents directly when a child becomes ill, injured or an emergency arises. This includes current phone numbers and names of people authorized to drop off/pick up the child.
- In the event of late pick up the centre should contact the authorized person. If the person is not available the center will contact the emergency authorized person of the child.

3.The importance of Great Minds ECC drop-off and pick up policy

- **Ensure the security of the children**
- **Maintain quality and confidential service by the ECC**
- **Parents become responsible**

4.Additional security measures of Great Minds ECC for children

- **Security cameras record and control the entrance and the exit of people in the premises.**
- **Front door controls/prevents the entry of people in the premises during the school hours or unauthorized people at any time.**
- **Fire extinguishers and alarms are common security means.**
- **Illness policies** ensures the security of the child when he/she gets sick at the ECC. That illness policy concerns both the sick child and the other children.



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