

WEST HILL PRESCHOOL

SAFETY FOR YOUR CHILD AT THE END OF THE PRESCHOOL SESSION

In order to better ensure the safety of your child at the end of each preschool session, it has been decided to introduce the following procedure:

- 1 Please wait in the Village Hall entrance lobby, as usual, for the end of the session. Don't forget to use this time to read the **notice board!** If you are running late the preschool room door will be closed, but manned – please be patient.
- 2 When the session is over please depart with your child through the **garden exit** in the preschool room. The garden gates will be kept closed and each adult should make sure they close the gate when departing. While in the garden, parents/carers should still be vigilant: preschool's responsibility ends when you have taken your child from the preschool room and oversights do happen. A one-way system is used on exit – if you need to return to the preschool room please return via the main Village Hall entrance.
- 3 Please do not stand chatting to other parents in the preschool room as this makes it more difficult for staff to ensure the safety of those children whose collector has not yet arrived. It also makes it difficult for the staff to get everything cleared away!! Please do not distract staff from their security points – wait until all children are gone to raise issues.
- 3 If, for any reason, you need to go back into the entrance lobby, remember that your child's safety is now your own responsibility. Preschool cannot ensure that the main door to the car park is kept closed as it is in constant use by other users of the Hall. Cars are constantly manoeuvring in the car park and a small child often cannot be seen through the rear window of a reversing car.

PLEASE ENSURE THAT YOU ALWAYS KNOW WHERE YOUR CHILD IS AND THAT THEY NEVER GO TO THE CAR PARK UNACCOMPANIED.