



St Christopher's Playgroup

11th March 2023

Morning Drop Off Procedures

Dear Parents and Carers,

As many of you are aware we have had various morning drop off systems in place over the last couple of years to comply with Covid restrictions etc. We decided to stick with parents handing their child over at the door as we found it was better with less traffic in the building, and we found children were coming in and settling better. However, it has recently been highlighted that we needed to review the morning drop off and adapt it slightly to make it safer and more efficient for everybody.

After discussing this with the Committee and Staff, we have decided on a slightly different system to avoid too much movement around the building at drop off and to have extra staff available on arrival.

The new drop off system that will be implemented is as follows;

- Parents to line up outside with their child until 9am when the main door is open
- Children to be handed over by parent to member of staff just outside the door
- We will only allow parents in if necessary, such as parents settling new children
- Another member of staff will be inside the foyer and will send all children straight into the big hall as they come in instead of children going to hang up their belongings so we don't have too much movement in the corridor area at this time
- The hall doors will be shut as children go into the main hall
- Children will wash hands as they come in
- At 9.10 once the majority of children have arrived the main doors will be locked and children will go into the cloakroom to hang up their belongings with staff. Then return to the big hall to play.
- If a parent wishes to speak to a member of staff at drop off please mention to the staff member outside and we will get someone to come and speak to you as soon as someone is available. Alternatively please contact us by text, email or phone before the session.

The reason we have decided not to return to the system of parents bringing their child in is because it gets very congested and there is a lot of traffic in and out of the door.

We will continue to open up the small hall to parents in bad weather conditions. Parents can come in from 8.45 and wait with their child. We take no responsibility for your children before the session starts at 9am and are not liable for any incidents during this time. On these occasions staff will come to the small hall and escort the children there into the big hall. Two members of staff will be on the door/foyer. Any children arriving at the usual time will be sent straight to the large hall as on other days and the same procedure will follow.

This new morning drop off will come into effect from Monday 13th March. Pick ups will carry on in the same way as usual.

Thank you for your cooperation

Karen Cookes



St Christopher's Playgroup