

GREENDOWN PLAYGROUPS PROCEDURE FOR ALL PARENTS/CARERS/CHILDREN/VISITORS COMING ON TO LPA'S SITE TO SAFEGUARD LPA'S PUPILS

Designated Route for Parents/Carers/Children/Staff

The following procedures & routes must be followed at all times when walking to & from Greendown Playgroup through LPA's site. At no time are you to drive on to LPA's site or use your mobile phone (this includes texting ect).

All parents/carers must always have the red Greendown Playgroup card with them. You will be asked to show this to LPA's staff on the pedestrian gate or if the gate is shut to hold it up for the person on the school reception to see when you use the intercom on the gate.

Morning drop off: all parents/carers/children will then be able to enter the school grounds through the right hand pedestrian gate. This will be manned by a member of Greendown Playgroup staff from **8:40am - 9:10am**. Please follow the path/road to the right through the car park to the side of LPA's buildings. Once at the playgroup building come on in & help your child (if needed) to take their coat off & put their lunch box away before making sure they go in to the left hand side playroom. This is when Greendown Playgroup becomes responsible for your child. Parents/carers/children (siblings) will immediately leave LPA's site following the same route they entered by. A member of playgroup staff will at all times be able to have sight of all playgroup parents/carers/children while they are on LPA's site.

Morning pick up & afternoon drop off: all parents/carers/children will then be able to enter the school grounds through the right hand pedestrian gate. This will be manned by a member of Greendown Playgroup staff from **11:40am-11:50**. Please follow the path/road to the right through the car park to the side of LPA's buildings. A member of playgroup staff will at all times be able to have sight of all playgroup parents/carers/children while they are on LPA's site. Once at the playgroups front gate a member of staff will ether give you your child or greet your child & take them in for their session. Parents/carers/children (siblings) will immediately leave LPA's site following the same route they entered by ether escorted by or in sight of a member of playgroup staff.

Afternoon pick up: all parents/carers/children will then be able to enter the school grounds through the right hand pedestrian gate. This will be manned by a member of Greendown Playgroup staff from **2:35pm-2:50pm**. Please follow the path/road to the right through the car park to the side of LPA's buildings. Come into playgroups back outdoor play area & wait for your child to be brought out to you by a member of staff then parents/carers/children (siblings) will immediately leave LPA's site following the same route they entered by. A member of playgroup staff will at all times be able to have sight of all playgroup parents/carers/children while they are on LPA's site.

At all other times: Please use the intercom on the main gate if LPA's reception is still manned & then use the playgroups intercom on the inner gate. If LPA's reception is unmanned please ring playgroup on 01793 882234 from outside the main gate. A member of playgroup staff will then come & escort you while on LPA's site.