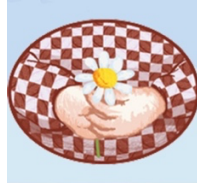


# Stone Bay Montessori and Beach School



## Secure Access, Drop Off and Pick Up Procedures

### **SECURE ACCESS**

*All doors to the school are kept locked while the children are on the premises. Visitors may ring the bell to seek access, but will not be allowed onto the premises unless they have made a prior appointment. A stranger will not be allowed to enter the premises.*

### **DROP OFF**

- The doors to the school will be opened at 8:00am, 8:30am and 9:00am parents/carers and children may enter the school.*
- Mrs Cuttill is at the door to welcome the children as they arrive*
- They proceed into the main hall where they tap on their photographs on the My Montessori Child register and then hang up coats and bags in the corridor.*
- Parents/carers fill in the 'Collection Book' if their child is going to be collected by someone other than themselves or a designated person (written permission must be given).*
- When all the children have arrived, Mrs Cuttill Whittle closes the door and double lock it.*

### **PICK UP**

- At 12.30pm, 1:30pm, 3:00pm and 3:30pm the children going home get ready and then all sit on the blue carpet ready for collection.*
- Mrs Cuttill or the child's key carer opens the main door and calls each child once their parent is at the front of the queue. The other teachers will be with the children and a designated member of staff will escort each child to Mrs Cuttill when called*
- Mrs Cuttill will always remain at the door to ensure that children only leave with their parents/carers.*
- The children remain seated at the construction area until their parent/carer arrives.*
- Mrs Cuttill says 'Goodbye' to the children, ensuring that they are with their parent/carer when they exit the front door.*
- Staff are to always notify the parents of which child they will be bringing next and ask them to come over to the front door ready for collection so there is no risk due to the road.*