#### Arrival and departure

* On arrival at playgroup, parents must wait outside until we open the doors where the staff will be ready to greet the children. A member of staff will enter the child on the register to record the child’s attendance. These records are important in the event of an emergency evacuation.
* Playgroup will not take any responsibility for any child on the premises before the start of playgroup.
* Children’s coats can be hung on their allocated coat pegs, any child bringing a bag with a change of clothes in please make sure that it is clearly labelled.
* Unless otherwise arranged children will not be released to anyone other than those specified by the parent/guardian. Please let us know in advance by completing an additional authorised person form if you are allowing another person to collect your child. Children under the age of sixteen will not be allowed to collect children from playgroup.