



## Drop Off and Collection Guidelines

These guidelines are to assist in the safe drop off and collection of your child at playgroup.

1. Please use the Braidburn Terrace entrance using the playgroup buzzer.
2. A member of staff will open the door to allow you in.
3. Please accompany your child down the stairs. Never allow them to go up or down the stairs themselves.
4. There will be a buggy park available for you to park your buggy whilst you accompany your child down the stairs.
5. If you have 2 children, you may wish to leave one upstairs whilst you assist your child down the stairs. They must be securely strapped in the buggy. Staff cannot take responsibility for the children left upstairs.
6. Coat pegs will be in the lower hallway. Please assist your child to remove his/her coat.
7. A member of staff will be in the lower hall and will 'tick' the register when your child comes into the hall. Staff take responsibility for your child once they have marked them in on the register, and they go into the main hall. They stop having responsibility when the play leader 'dismisses' them from the hall into the hallway.
8. Once playgroup has finished, coats will be put on in the lower hallway. Please assist your child with their coat and up the stairs.
9. Please remember that on Thursdays and Fridays there is a toddler group running from 9.45 to 11.30 in the main/upper hall. This group stores their toys downstairs, so the stairway may become very busy.