

Leopards Exit Protocol



The Leopards come down in TWO groups, using the lift. The first group should leave the classroom at 4:25 (Red and Blue) and go directly to the Pandas classroom and stand in front of the back door.

The lift should be sent straight back up to take the Green and Yellow group (4:27) and they should proceed down in the lift and go directly to the Crocodiles classroom and stand in front of the back door.

Late Club children – should come down with the Green and Yellow group and go into the Sunshine room rather than waiting at the back door. ONE staff member should enter the sunshine room with the children and join the late club delegation.

Ensure that all children enter the classrooms and are NOT left in the lobby or allowed to exit through the front door.

Red and Blue groups will be released by Thiago or Johanna

Green and Yellow groups will be released by Monika or Isaac

The Leopards staff should be ON The deck and have TWO responsibilities:

1. Talk informally to the parents, answer their questions, give any feedback etc
2. Ensure no child is leaving unaccompanied

How to release the children:

The person releasing the children should:

1. Stand or bend down in the doorway of the classroom, creating a physical barrier between the 'outside' and the children
2. Call the children by name and release the child as the parent is standing directly in front of you
3. Ask Leopards staff to 'identity' check any non-parents, or non-recognisable people who come to do pick up
4. Take maximum of TWO minutes to release all the children
5. Release children directly into parents' hands/arms. Parents must come DIRECTLY to the door to take their child (not waiting in the lower garden for example)

Any children, whose parents have not arrived by 4:30, and are not there by the time the rest of the children are dismissed should be returned to the care of Leopards staff and taken to the Lobby. The Leopards parents should then be called, and the children either wait in the lobby with a Leopards team member for the parent to arrive or taken to the late club. The number of minutes the parent was late (past 4:30) should be recorded on the 'Extras' WhatsApp group.

The person releasing the children from Pandas and Crocodiles, should then take the gate key, ask the parents to make a swift exit and lock the gates immediately.