



Approved by Headteacher	October 2022
Review	Autumn 2023

Nursery Arrival and Departure Policy

Policy Statement

To ensure the safety of your children we put the following procedures into place.

Aim

We aim to:

- Maintain a secure environment for the children, as they arrive and leave the nursery, and whilst they are in our care.

Procedures

A) Arrival of Children at Nursery

- Parents/Carers who drive to school will park in the Woore Victory Hall car park and walk the remaining short distance into the school grounds.
- If dropping your child off for the morning session, parents/carers will enter the school through the large green gate leading into the playground and through the EYFS outdoor area to the nursery door.
- If dropping your child off for the afternoon session, please enter through the main reception and inform the office of your presence.
- The morning nursery session commences at 8.45am and the afternoon session commences at 12.15pm. If parents/carers arrive earlier than this:

Parents/carers must wait with the child until Nursery opens.

The gate to the playground will be locked promptly 10 minutes after nursery commences to prevent unauthorised entries.

If late entry is required, parents/carers should:

Telephone the venue, if possible, to notify staff to expect a late arrival.

B) Departure of children from the Nursery

- Staff will supervise the hand-over of the children to their registered parents/carers ensuring that each child has been allocated their individual books/belongings. If collection is made after the morning session, please wait in the school reception, however if collection is made after the afternoon session, please wait outside the nursery door after entering through the main green gates onto the playground.
- If your child is staying for school lunch or lunch club, please arrive to collect them promptly at 12.15pm in the school reception area. Please do not arrive early unless previously arranged with staff.

If the registered person(s) are unable (for any reason) to collect their child, it is essential that they notify the nursery leader (Rebekah Wainwright) promptly stating who will be collecting the child.

When a child is NOT COLLECTED at the end of a nursery session OR SOMEONE UNKNOWN TO STAFF attempts to collect a child:

- A. Refer to the NON COLLECTION OF CHILDREN POLICY.
- B. Refer to the SAFEGUARDING and CHILD PROTECTION POLICY.

UNDER NO CIRCUMSTANCES WILL STAFF ALLOW A CHILD TO BE REMOVED FROM THE NURSERY BY ANYONE WHO IS NOT KNOWN TO THEM.