

Cornhill Nursery ~ Drop off/Pick up Policy



Whilst your child is in the Nursery's care we shall do our utmost to provide a secure environment. The safety of the children is paramount, therefore it is very important that our procedures for drop off/collection of children are clearly known by all parents/carers and are adhered to.

Please remember that these guidelines exist to protect you and your child, as well as nursery staff, and that the children's well-being is always at the heart of the decisions we make.

Security Door

Please note that all Nursery doors are alarmed for the safety of the children.

No access to the Main Nursery Doors will be granted outwith nursery session times unless in special circumstances and at the discretion of the nursery staff (ie Food delivery)

Late arrivals should enter via the main school office and sign the lateness log book at reception.

If you require to pick up your child earlier than usual, or are late back to nursery, you must enter via the main school door.

Drop off procedures

Drop off time is between 9am & 9.15am. Pick up is between 2.45pm & 3pm.

Parents should enter via the security doors promptly and exit by 9.15am/3pm when the alarm will be reactivated.

A member of staff will be present at the secure door to ensure the safety of the children.

- **Toileting**

Once children are changed and ready for nursery, we *recommend you take them to the toilet first*, then to their relevant room, ensuring that they are 'handed over' to a member of staff.

Please note that it is the responsibility of the parent/carer to take their child to the toilet during drop off/pick up time. Children using the toilet must be accompanied by their parent/carer.

Children who have been signed in already and whose parents have left, will either wait until all the parents have exited the building and the security doors are back on alarm or will be accompanied by a member of staff.

- **Signing in**

Children must wait with their parent until they have been signed in.

Only once the children have entered the room, parents/carers should sign the register and state who will be picking up.

If required, parents/carers may add more than one name to the pick-up section, if at that precise moment in time, they cannot confirm exactly who will be collecting the child i.e Mum/Dad or Mum/Aunty Pat.

If a Grandparent/Aunt etc is picking up your child, please be explicit by stating their name i.e Grandad Harry, Auntie Lindsay, rather than simply 'Grandad'.

If through the course of the morning/afternoon any changes have to be made to the stated pick-up arrangements, please phone the nursery to let them know as soon as possible and we can amend the register.

If for some reason a parent/carer has not filled out who is to collect, we will contact them as soon as possible for confirmation and add this information to the register.

- **Chats with parents**

Parents/Carers can use the drop off time to have a very brief chat with staff regarding their child, however if it is a bigger issue, we kindly ask that an appointment is made instead.

Please inform staff of any issues regarding your child's well-being that may be relevant to the day ahead.

If your child has had an accident or injury away from the setting, please inform staff.

While a parent/carer is signing their child in to nursery, all other parents will wait outside the room to ensure privacy.

Collection procedures

Parents/Carers enter via the security door and wait at their child's nursery class door between 2.45pm & 3pm.

There will be a staff member on door duty for each nursery class and they will ensure you sign the pick-up section of the register.

Only then will the staff member call out the child's name and this gives the child permission to leave the gathering area.

On some occasions the children will be playing in the outdoor area at home time, so instead will be signed out and called for from the nursery playground door.

If someone other than the person specified on the sheet arrives to collect the child, it is our duty to make contact with the person who dropped off to query this. Even if a known family member arrives to pick up, for safety measures, if their name is not on the register, we must check for permission.

If we cannot speak with the person who dropped off the child, we will phone a priority contact from the emergency phone numbers list.

Please notify us of any changes in family circumstances which may affect permission to collect, particularly in the case of separated parents/carers.

If a person who is new/unfamiliar to us is picking up your child, please ensure you provide the staff with a photograph. Alternatively, please provide the person with a password that you have supplied them with. You must inform us of this special password when you drop off that day.

Please note that at any time, only persons **over the age of 16** will be permitted to pick up your child from nursery.

Late Drop Off

Parents and children who are late for nursery drop off will be required to report to the main school office.

Late Collection

There are always the odd occasions when a parent/carer is held up, or an emergency occurs and they are not able to collect a child on time, due to circumstances beyond their control. We are sympathetic to the circumstances that may arise and will always seek to support families and provide a safe and secure environment for an uncollected child.

Should such a situation arise, please inform the school office as soon as possible.

Parents will be required to pick up their child from the main school office if they are late to pick up and the nursery security door is closed.

If no one turns up to collect the child and we have not had a notification from the parent/carer, we will phone a named person from your child's emergency contact list.

We will try the numbers several times but if we still have no success, the next step would be to advise the Social Services Reception Team.

All lateness will be logged by nursery staff.

Persistent Lateness

Parents/carers who are persistently late to drop off or pick-up will be expected to meet with the Principal Teacher to discuss any difficulties.

We will always try our best to accommodate parents and support their circumstances wherever we can.

Please ensure that all contact details are kept up to date for emergency purposes.

<i>Policy written</i>	<i>Policy Reviewed</i>	<i>Changes Made</i>
April 2019	May 2020	-
	September 2022	<ul style="list-style-type: none">▪ Drop off - toileting▪ Pick up - Password/Photo of unfamiliar adults▪ Drop off/Pick up times
	January 2023	<ul style="list-style-type: none">▪ Lateness at drop off/pick up time
	June 2024	<ul style="list-style-type: none">▪ N/A

