



Arrival and Departure Policy Covid 19- Addendum

- One designated adult from each family to carry out the drop off and collection of their child to minimise the number of adults in the setting. We will work together with you to ensure your child can be welcomed and settled by a familiar adult. Children are dropped off at the bottom of the ramp and handed to their familiar adult.
- Kathy has the register, so attendance is marked immediately on entry
- Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child
- All parent/carers are asked to follow safe social distancing when dropping and collecting children. There are safe distancing markings outside of the setting to show these and parents are familiar with the one way system.
- Entry at drop off and pick up is staggered over two fifteen minute intervals Group A 8.45am/3.15pm Group B 9.00am/3.30 pm in order to monitor the number of adults dropping off and collecting at one time; and to make sure that the familiar adult, from the setting, is able to collect the child from the adult dropping them off. The process for these times has been shared, including protocols for minimising adult-to-adult contact
- The front gate and back gates are unlocked at this time in order to minimise touching of key pad. The front gate is monitored by Kathy and the back by security guard.
- New procedures have been clearly communicated to parents in writing in order to maintain safety.

We will also continue to keep parents up to date as government guidelines change and we review our practice.

Arrival

Apples and Honey Nightingale opens at 7:30 a.m. and again at 9:00am. The outside door is locked at 7:45 and again at 9:45am. If you are late, please ring the bell and we shall come and open the door. The children are brought by their parent(s)/carer to the entrance of Nightingale House and follow the path to the AHN front entrance situated at the bottom of the garden at the back of Nightingale House.

There are a limited number of spaces in the car park behind Nightingale House which are only available at drop off at 7:30/9:00 and again in the afternoon collection at either 15.30 or 18:30. Please note that drop off and collection using this parking area will be limited to 10 minutes. There is also parking available in the surrounding streets except between 10.30 and 11:30. You are welcome to walk through the front entrance at Nightingale House and through the café, or the side door in the corridor to the left of Reception, down the garden towards the Nursery. The gate from the drop off parking area to the Nursery has a code for safety. This code will be given to you should you wish to use this

entrance. Please note that use of the car park is at your own risk and that you are responsible for your child's safety whilst they are walking to and from your car to the Nursery. Please do not linger in the car park as this is when the children are most at risk from moving cars.

Please note: you are more than welcome to gather and socialise in the café in Nightingale House.

Children's outdoor coats should be removed before they are handed over to the teacher. On leaving, please ensure the door is closed behind you.

If children arrive early, they can wait in the play area under the supervision of their parent(s)/carer. The Nursery however does not accept liability for any accidents that occur in the playground outside school hours.

When you bring your child into the setting, please let us know if he/she has any bruises or injuries.

Please telephone the school if your child is going to be away from the Nursery for any reason.

Departure

The nursery finishes 15.30 or 18:30.

The front door will be unlocked at these times and the children will be brought to the Reception area to meet their parent(s)/carer. The nursery door will be locked as soon as the last child who is not staying has gone.

When the children are already in the playground at various collection times, parents/carers should wait outside the play area until the children are led inside and the front door is opened. Each child will then be called to their parent/carers who takes responsibility for their child – even if they are still on the Nursery or Nightingale House grounds. As people leave, they should close the door behind them.

Parent(s)/carers should endeavour to be on time in order to facilitate the smooth beginning and ending of the school day. If a relative or friend is going to take your child home, please tell us well in advance and ensure that a record has been made in the daybook.

In the interest of safety, we will not let the children go with anyone we have not met previously or who we have not been told has permission to collect your child from the Nursery.

This policy was adopted at a meeting of

Date:

Apples and
Honey
Nightingale CIC

Held on

19th December 2017

Date to be reviewed

19th December 2018

19th December 2019

Name of signatory

Judith Ish'Horowicz

Role of signatory (e.g. chair/owner)

Director and Founder