



## Arrival and Departure Policy

### 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	<hr/>	19 <sup>th</sup> December 2017
Date to be reviewed	<hr/>	19 <sup>th</sup> December 2018
	<hr/>	19 <sup>th</sup> December 2019
Name of signatory	<hr/>	Judith Ish'Horowicz
Role of signatory (e.g. chair/owner)	<hr/>	Director and Founder
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