



Arrival and Departure Policy

Arrival

Apples and Honey Nightingale opens at 7:30 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 at the AHN front entrance situated towards the back of Nightingale House.

There are a limited number of spaces in the car park which are only available at drop off at 7:30/9:00 and again in the afternoon collection at either 12:00/3:00 or 6:30. Please note that drop off and collection using the parking area inside Nightingale House 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 towards the Nursery. There is a gate leading from the Nightingale Staff Parking Area which 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. 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 are early they can wait in the play area under the supervision of their parent(s)/carer. The nursery does not accept liability for any accidents that occur in the playground outside school hours. When you bring your child, please let us know if he/she has any bruises or injuries.

Please telephone the school if your child is away for any reason.

Departure

The nursery finishes at 12:00/3:00 or 6:30.

A teacher will unlock the door at 12:00pm and the children will meet their parent(s)/carer where they will be seated. If your child is staying for the longer sessions, he/she should be collected from the classroom door at 3:00pm or 6:30pm. The nursery door will be locked as soon as the last child who is not staying has gone. It will be unlocked again at 3:00pm and 6:30 pm and the children will be handed over to their parent(s)/carer at which time they become their responsibility.



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/carer who takes responsibility for their child. As people leave they should secure 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. In an emergency telephone the nursery, tel. 0751 6003 250, and they will pass the message on.

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 take your child.

Completed:4/9/17

To be reviewed: 4/9/18