



Arrival and Dismissal policy Nursery 2022

Rationale:

The beginning and end of everyday should be safe, happy, and organised.

Purposes:

1. For the children and parents to feel safe in the Nursery environment.
2. All the children and parents to feel welcome and individual needs cared for.

Guidelines:

- The Nursery door is opened at 8:50am. In the event of inclement weather, the gate is opened at 8:45am.
- The school gates will be locked at 9:00am. Any children who arrive after this need to ring the buzzer and let the office staff know you are here. Then come to the Nursery door and a member of Nursery staff will meet you.
- A member of staff will be positioned in the Rainbow Garden to welcome the children in and be available to talk to any parents. This member of staff will also ensure that no child leaves Nursery after they have been dropped off.
- When the children are dismissed from Nursery, the Nursery staff must ensure that the parent/carer has seen that the child is leaving Nursery doors. This may be by a look or wave from the parent. The Nursery staff must wait until the parent/carer has acknowledged their child is leaving before they dismiss them.
- The Nursery is open from 8:50am-3pm Monday to Friday. Unless specified for specific arrangements.

- If parents'/carers' plans change prior to collection of their child, then they must contact and inform the school.
- If the adult collecting a child is unknown to staff, but has been authorised by the family to collect the child then the staff member will ask for the child's password. All the parents will provide a password at the beginning of the St Cuthbert's Catholic Primary School Nursery Year.