Arrivals & Departures

What to expect: ***Arrival Routines***

**Doors Open: 8.45am and12.30pm**

The outer gates will be unlocked promptly at arrival times.

* Parents are to ensure that they see their child in through the inner gate to the member of staff responsible for the handover ensuring they have closed the gate behind them
* Parents must not leave until they have seen their child through the inner gate & the greeting staff member has seen their child through internal door into the nursery where all members of staff will be greeting the children and supporting their arrival

**It is requested that all children arrive by 9am (am session)/12.45pm (pm session) to ensure the registration of attendance is complete . Arriving after this time may result in a delay in you being seen in or refusal of entry in circumstances where lateness is frequent resulting in disruption to other children’s daily routine..**

**Late Arrivals:**

• Parents are to ring the doorbell located at the outer gate for attention. A staff member will come to greet you and see your child in. Please note we apologize if there is a delay in greeting you. This is due to internal Safeguarding.

***What to expect: Departure Routines***

**Doors Open: 11.45am and 3.30pm**

• Once the outer gate has been unlocked by a member of staff parents should wait inside the playground area where children will be sent out to parents. Please greet your child at the inner gate ensuring it is closed when you have greeted your child.

Parents are always welcome to stay and speak to a member of staff if they would like to discuss their child’s day.