ARRIVAL AND DEPARTURES (NURSERY) POLICY

Approved by: SLT

Approved date: November 2025

Review date: November 2027

Accessibility: Available on the website and paper copy on request

Scope: Ashbridge Independent Nursery, Ashbridge-on-Ribble Nursery, The Fledglings Nursery and Ashbridge Nursery at Maxy Farm

The Nursery opening hours are 7:00 to 18:00, and parents / carers of children in nursery can choose when to bring and collect their child between these hours, however we ask parents to inform us if their child is arriving after 9:15 in line with our attendance policy.

On arrival parents/carers:

- Enter the premises by the secure entrance and are greeted by a member of the Nursery Management Team (NMT) or Front of House Team
- Take their child directly to their area and key staff, where they are marked onto the register, and arrival time is recorded.
- May take the opportunity to speak with staff and relay any necessary information or messages.

When children are collected:

- Parents/carers enter the premises as above.
- Upon greeting the child on arrival in the classroom/learning area, parents are responsible for their child/ren.
- Children's key staff inform parents of their child's day and pass any relevant information and mark off the register, recording time of collection.

People other than usual named persons collecting children

- At no time do we allow children to be collected by anyone without the authority of the parents/carers who have signed the written agreement at enrolment.
- If at any time parents do wish to have their child collected by another person, authorisation is to be given in advance and a password issued.
- In exceptional circumstances a verbal request may be accepted from the authorised parent/carer by telephone at the time of the named person collecting the child.

Site security and legislation

- All attendance registers are logged and kept securely in line with current legislation.
- When parents/carers enter and leave the buildings, they do so by the secure reception areas or gates, using either a keypad or other door entry system.
- Parents/carers are required to follow the directed routes to the car park or exit, follow on-site speed limits and ensure the safety of both their children and other children and adults on the car parks and site roads as they do so.
- Parents must never share codes for gates or doors with any other person, even if they appear to be linked to the school or nursery.