



Arrival and departure of children

It is essential that parents/carers always notify a member of staff of their arrival.

On arrival at the nursery you will be expected to hand over your child to a member of the nursery team who will then register your child for the session.

When you collect your child, they are dismissed and marked out in our register one by one to their relevant parents/carers, dismissal times being 12.30pm and 3.00pm.

To avoid disruption to our daily routine, parents are requested to ensure that their child is present ideally by 9.30am at the latest.

We must be informed if anyone other than the parent/carer will be collecting your child. This needs to be done in person directly to a member of staff or in writing beforehand. Please ensure your password is given to the person collecting your child.