



**LADYBIRDS**  
NURSERY

## Arrival and Departure

### Covid-19

### Administration

#### Policy Statement

At ladybirds we have put in place a new policy for the arrival and departure of all children.

This is due to the outbreak of Coronavirus.

This policy will be in force until further notice.

We gain our information from the guidance from Gov.uk Planning guide for Early Years and Childcare Settings, paragraph 4, Reducing Face to Face Contact between Parents and Carers

Whilst being mindful of the child's needs, and the importance of keeping things normal for the children, we also have to take into consideration the safety aspect while in nursery.











We have taken the decision, to keep the amount of people inside nursery to an absolute minimum, this meaning that only the children and the staff on duty will be allowed inside the building at any time until further notice.

We understand that dropping your child off for the first time may be daunting for you, and make you feel uneasy about not coming into the building in the usual manner, but this is to prevent any unnecessary transmission of the disease.


Entrance to the building for children will be through the back door only

Therefore, we have now implemented a new way of welcoming your child into nursery, and collecting at the end of the day.

## Arrival

-  Please observe the social distancing markers on the floor at the side of the building, and up the ramp leading to the back door
-  Please queue at the markers if there are parents in front of you
-  Please enter the ramp by the small black gate which is marked with entrance
-  If the back door is free from another parent, then proceed up the ramp
-  Sanitize you hands with the sanitizer provided
-  If you feel more comfortable you may also spray the door bell with the anti-bacterial spray and wipe it with blue roll
-  Place the blue roll in the bin provided
-  Ring the door bell and wait for the door to be answered
-  A staff member will greet you at the door and have a conversation with you about your child
-  Your child will then be taken into nursery by the staff member.

## Departure

-  The procedure for departing children is the same for the arrival of children.

Policy in force from 1<sup>st</sup> June 2020

Review date, as soon as further guidance from Gov.UK becomes available.