



**LADYBIRDS**  
**NURSERY**

## Arrival and Departure

March 2022

### Administration

#### Policy Statement

We have put in place a new policy for the arrival and departure of children.

During the Covid Pandemic, parents were prevented from coming into nursery to stop the spread of the virus.

Therefore, parents dropped off and collected children at the front door.

Since this procedure has been in operation, we have found our children to have become much more independent in their self-care skills.

They come into nursery independently, take off their own coat, find their own coat peg, wash their hands and put their slippers on.

The children in pre-school are free to access the bathroom whenever they need, without the issue of parents coming in and out of the building.

The children and staff feel much safer in the knowledge that the nursery is now a child led independent place, where we feel it is safe and secure.

Therefore our arrival and departure policy must change.

These are now our new procedures:



Parents must ring the door bell for attention in the foyer when dropping off and collecting children



Children will be collected, and handed over at the end of the day by staff to parents



Parents are welcome to speak to staff about their child in the entrance way



If any parent wishes to discuss any private issue, they must make staff aware, and they will be brought in to a private room.

This policy has been amended and adopted from the original arrival and departure policy;

Date of Review and Update March 2022

Date to be Reviewed March 2023

Date Reviewed

This policy will be updated sooner than the review date if any new information becomes available.