



Wee Wild Sparks Outdoor Nursery

Arrivals and Departures Policy

	Date	Name & Position
Created	Jan 2017	Jo Andrews, Manager/director
Reviewed / updated	April 2018	Jo Andrews, Manager/director
Reviewed / updated	June 2019	Alice Warren, Manager/director
Reviewed / updated	June 2020	Alice Warren, Manager/director
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This policy should be reviewed: annually or in the event of a relevant incident.

Nursery drop off: 8.45am - 9.15am

Nursery collection: 3.15pm - 3.45pm

Drop-offs and collections of children happen inside the field beside the parking area. This area of the field is officially part of the nursery site and is a safe place for children to play.

At 9.15 promptly, we begin to walk to the woods. Starting the day's journey together helps your child to settle into the day, and helps their sense of belonging to the group, so please try to arrive in time.

Late Arrivals

We understand that families may occasionally find themselves running late. Please send a text to Michelle 07766 007863 or Alice on 07943 440267 if this is the case.

If you do arrive after we have begun the walk to the woods, please park as usual, enter the field through the gate and accompany your child to the woods. Once inside the site you should be able to see or hear us! Heading for the main shelter is usually the best way to intercept us.

It is essential that you physically hand over your child to a member of the nursery staff and they acknowledge your child's arrival.

You can be sure of a warm welcome from nursery staff, please accompany your child to the meeting place, holding hands until inside the gate. (See also the Traffic Management Policy for instructions on parking)

It is essential that parents/carers always notify us of their arrival and hand over their child to member of staff, who will provide a warm welcome.

Collections

Please collect your child within the times 3.15 - 3.45pm, from the meeting place described above.

Always tell a member of staff that you are taking your child and make sure they know you are leaving.

Collection time allows for a brief exchange of information about the day; for example, sharing positive news, reporting clothing changes or accidents and handover of forms. If there is anything to discuss in more detail you may have to wait until staff have finished supervising collection of the other children.

You should inform us in advance if anyone other than you or other authorised persons will be collecting your child. If the parent or other responsible adult listed on the registration form are unable to collect the child, the parent should give details to the staff of the person who will be collecting. This must include their name and a physical description. We will issue you with a password which should be used by the adult when collecting the child.

Early Collections

If you need to collect your child earlier than 3.15 you are welcome to come and collect from the woods. Please notify a member of staff at morning drop-off if you intend to do so.

Late Collections

The nursery closes promptly at 3.45

Late collections can be emotionally difficult for children, particularly after a tiring day in the woods, and pose practical and legal issues for the nursery as two members of staff must remain until the last child has been collected. For these reasons we must take lateness seriously.

However, we recognise that from time to time emergencies occur and that parents and carers might be unavoidably delayed. Therefore, after a second late collection in a term, penalty charges apply; £5 for the first 5 minutes, with an additional £5 for every 5 minutes thereafter.