



Fielding Nursery Arrival and Departure Procedure 2025

Introduction

Welcome to

Fielding Nursery, it is our pleasure to give a warm welcome to all children and their families and carers on their arrival to nursery.

Arrival Procedure

The main entrance to the nursery is via an automated single gate which is linked to a video intercom using a buzzer system, this allows nursery Team to speak to parents/carers/visitors through the video screen before granting access to the nursery. Please **do not** push or pull the automated single gate as this impacts the operation of the gate. The automated single gate leads up to another gate by the reception class building, this gate is usually open. You then move onto the nursery playground gate which is a very heavy gate and always kept closed.

Within these two perimeter areas children remain the responsibility of their parents/carers, this responsibility changes **only** when a child is safely in the Teams care **inside the nursery classroom**.

When parents/carers enter the nursery playground via the playground gate to drop their child at nursery, parents/carers **must** proceed to their child's classroom door, (Ladybird or Dragonfly) ring the bell and wait for the door to be opened by a Team member. Once the door is opened parents/carers **must not** leave the door until their child has entered the nursery classroom, so stepped over the threshold into the nursery classroom and been received by a Team member and registered. You **must** ensure that your child has travelled into the classroom and is in sight of the Nursery Team. Please do not proceed to follow your child into the nursery classroom.

If a classroom door is open the same procedure applies, parents/carers **must not** leave the door until their child has entered the nursery classroom, so stepped into the nursery classroom and been received by a Team member and registered. You **must** ensure your child has travelled into the classroom and is in sight of the Nursery Team. Please do not proceed to follow your child into the nursery classroom.

Children remain the responsibility of parents/carers until their child is safely registered **inside** their nursery classroom. Furthermore, classroom doors are overseen by specific members of Team to minimise the risk of unauthorised people entering the setting.

There are two occasions during the day when the nursery automated single gate and staff car park entrance gates remain open in line with the main school. These times are 8.30am to 9am and 3.15pm to 3.45pm. During these times parents/carers can use both entrances to arrive/depart. Outside of these times parents/carers **must not** use the staff car park entrance gate as it is dangerous due to staff cars entering and leaving. Parents/carers **must not** drive their car into the staff car park at any time.

Departure Procedure

Collecting children from nursery is in principle the same procedure as for arriving at nursery.

After granting access, parents/carers **must** ensure that they make their way to their child's classroom door to collect their child. Even if your child is in the nursery playground, **you must** make your way to your child's classroom door. When you arrive at the door a Team member will help your child collect their belongings and **ensure** that your child is signed out. Once children have been signed out, they are the responsibility of parents/carers. If the children are playing in the nursery playground the procedure remains the same, please **do not** send your child into their classroom to collect their belongings to leave, **you must** go to their classroom door and **you must** ensure your child has been signed out by a Team member.

Please ensure that you arrive in good time to collect your child, so before, end of session or closure time, this is very important. Parents/carers arriving late will incur a late collection fee, which will be added to your nursery cashbook. If you do not arrive at the expected time we will attempt to contact you, if we are unsuccessful, we will contact one of your nominated collectors to collect your child. If a child remains uncollected after 15 minutes, we will contact Children's Services as per our school policy.

Parents/carers **must** inform the nursery without delay if they are unable to collect their child, this can be done via email to the nursery Manager or nursery Admissions Administrator by 3.30pm, after this time please contact the nursery directly on 020 8579 6185. A unique password will be set by the nursery; this **must** be used before we hand over a child into someone else's care. Parents/carers **must** ensure that a suitable person collects their child in their absence. Children will only be released from the care of the nursery to individuals named by the parent/carer and recorded on School Systems. If we do not recognise an adult collecting or have not been informed of a change in collection, we will not release your child. We will attempt to contact you via phone for confirmation of collection.

Additional Information

It is important that once your child is in your care following collection, you **must** leave the nursery and school grounds. Children are not permitted to continue playing in the nursery playground, on the nursery equipment or in the school grounds, including socialising with other parents, carers and their child/ren.

We ask that whilst you are in the nursery and school grounds mobile phones are not used.

If a child has an existing injury, e.g. bruises, bump, cuts etc. parents/carers have a responsibility to inform the Team of this when dropping their child at nursery.

Please print your name, sign and date below to confirm that you have read, understood and agree the nursery arrival and departure procedure.

Thank you for your support.

Parent Name: _____ Signature: _____

Child Name: _____ Date: _____