



Drop Off and Collection Policy

January 2018

Reviewed date: January 2020

The need for the school to develop a child drop off/collection policy is to:

- Clearly outline the drop off/collection procedures to the Bidborough village Nursery School (BVNS).
- To ensure that each child is safe when on the school grounds.

Aims

- That no child is unaccounted for at any time.
- That each staff is up to date on child drop off/collection procedures and arrangements.
- That parents/carer are aware of the appropriate drop off/collection procedures.

Procedures

- A member of staff will stand on the door to let parents and children in and out of the premises.
- The manager or nominated member of staff will sign each child in and out of their session using the register.
- Parents must inform staff as to who is collecting their child (this person must be authorised on the registration form).
- Staff will ensure that children will only leave the nursery with an authorised adult.
- Children remain the responsibility of the parent/carer during drop off and collection times.
- In an emergency if you are unable to collect your child and need to ask someone that is not on the registration form you must telephone the nursery and inform staff and issue a pass word to the person that will be collecting your child.
- Parents are to enter BVNS via the main back entrance. Any parent/carer that has to drop off or collect their child outside of normal hours should knock at the front entrance and wait.