

Children's Corner Day Nursery

Dropping off/Collecting Policy

Children's Corner Day Nursery is dedicated to ensuring that dropping off and collecting time is as happy and calm for all children. We believe that the principles listed below will work towards us achieving this:

1. Please ensure your child is signed in and out when dropping or collecting (register is kept in the foyer)
2. Remove outdoor clothing and place any other items in your child's box then accompany your child to the room of their choice/appropriate room
3. If your child is upset or distressed please ask an appropriate adult to take the child from you, and leave promptly to avoid any further distress
4. If for any reason someone other than yourself is collecting your child from nursery please ensure you inform the nursery beforehand. We would also ask that you give the relevant person a password and inform the nursery of this also
5. When collecting: collect your child from relevant room then take your child to the cloak room to collect relevant belongings, unless you are collecting during meal times in which case we would ask that you collect your child's belongings first before collecting your child.

Date Endorsed:

Manager approving it

Date of review