

Chiswick and Bedford Park Preparatory School Nursery

The Nursery Arrival and Collection Procedure

- A responsible adult i.e. someone over the age of 18 must hand nursery pupils over to the Key Person or Head of Nursery.
- Nursery staff will only allow pupils to leave the Nursery if a responsible adult is at the gate to collect the child.
- When you register your child you will be asked to provide names of adults who may collect your child on a regular basis e.g. parents, nanny or grandparent.
- In event of an emergency please give the Head of Nursery the name of the adult collecting the child.

Nursery sessions are as follows:

Morning: 8.45 – 11.45am

Whole Day: 8.45 – 3.15pm

Arrival

- The Nursery gate will be open between 8.30 – 8.45 for parents to bring their children into Nursery. After 8.45 parents the gate will be closed and parents should ring the bell, the staff member opening the door is responsible for closing it after the parent/carer has left.
- It is important for the welfare of the children that all efforts are made to get to Nursery on time.
- On arrival all children should be handed over to the member of Nursery staff on duty at the Nursery gate.
- We operate a self registration policy. Children should select their name card and place it on the registration board.
- Parents or carers should inform the Head of Nursery or the child's Key Person of any changes in arrangements regarding who is collecting their child at the end of the session. This will be recorded in the Daily Communication Book.
- If your child is not able to attend a session please phone the school office by 9.00am.
- All late arrivals must be reported to the Head of Nursery.

Collection

- The Nursery gates will be opened at 11.45 and 3pm for parents to collect their children.
- Children should be collected on time. It can cause young children great distress if parents are late collecting him/her.
- Children will be dismissed from the carpet directly to the designated person who is collecting them.

Updated: April 2021

Review: October 2022

- In the event that no adult arrives to collect a child, the child will be cared for in the Nursery until contact has been made with the parents and arrangements for collection confirmed.
- At least two adults will remain with the child until an authorised adult arrives.
- It is made clear to parents that once a child is handed over to them at the end of the session, they then regain complete responsibility.

Attendance Registers

- The Nursery and School maintain attendance registers for the following:
- Staff – including visitors who sign in on arrival and departure. Visitors receive a “visitor” badge to ensure that staff are aware that the arrival has been registered and that there is a legitimate reason for their presence on site.
- Pupil register – maintained by the Head of Nursery and monitored during each session.

Admissions Register

- The School complies and maintains an admissions register, which is kept in the School Office and contains the initial registration record of each pupil at the School and Nursery. This is updated in September each year.

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