

Arrival Procedure Step 4, September 2021

To arrive with your child at 9:15am, we ask you to come with just your child as far as this is possible, to avoid crowds of people. Entrance to nursery will be via the **top gate** and down the **sloped path**. **Not through the church.**

As you enter through the gate, we recommend that you maintain a respectable distance to queue patiently down the hill, this will be clearly marked on the path.

As you reach front of the queue to the (back) door your child will be welcomed by a member of staff with the register. Another member of staff will be there to guide your child to the lunch trolley to deposit their lunch box. There will be 2 more practitioners in the setting to welcome your child, and one to help them with their peg. Please make sure they have their own personalised jute bag to help them with their belongings.

There will be hand sanitiser so please make sure your child uses it before coming into Nursery.

Your children will need to walk in by themselves to enter the nursery, with Nursery Staff to welcome and guide them to their allocated area. There will be no access to parents on arrival.

Parents and carers will then exit the area by going up the grass verge and back round to the gate so we can maintain distancing.

If your child is upset or distressed, we suggest you return to the end of the line and queue again while calming them and then try again. We are here to help settle your child and a staff member or their Keyperson will take him/her from you if you wish. If your child continues to suffer from separation anxiety, we will discuss next steps with you to ensure their settling is as smooth and as enjoyable as possible.

Collection procedure Step 4, September 2021

To collect your child at 12.15 you will enter via the top gate again, observing a respectful distance from others to queue down the path to the door.

As you reach the front of the queue nearest to the door you will enter and proceed down the corridor and take your child's belongings from their peg. **We ask you to respectfully wear a mask**, following guidance that they are recommended in enclosed and crowded spaces and when in contact with people you do not normally meet.

You will collect your child from inside the setting, collecting their lunch box and leave as promptly as possible at the gated area, where a member of staff will let you out with your child as they are marked out on the register.

You can then leave back up the slope on the verge to exit the church area respectfully passing each other to avoid congestion.

We ask you to be punctual yet patient on arrival to avoid and unnecessary delays and distress for your children. Please contact the Nursery if you are unavoidably running late on **07913 467703**.