



## *St. John the Baptist Drop-off and Pickup Procedure.*

### *Drop off*

- *Team Leader will open door at 9am and will stand outside at the main front door to welcome children, parents and carers. Children will hang up their bags and jackets and enter the main playroom. Independence is always encouraged at these times. The member of staff allocated to the snack area will stand at the door leading out to the cloak room, to divert children from leaving the main playroom after entering. In the event your child is upset a member will assist you and help comfort your child.*
- *If you wish to speak to your child's key worker, please make this known to a staff member and they will arrange for the key worker to find the appropriate time for a consultation appointment.*
- *Parents are welcome into the room during drop off time.*

### *Pick up*

- *Nursery closes at 3pm and children must be picked up by then. If an earlier pick up time is required by a parent/carer, they should advise staff for it will be recorded in the early pick-up book.*
- *Upon collection time, a staff member will bring your child to the cloak room. Staff will use learning journals to share their learning and will speak to you if they have any concerns.*

*Please be assured that our aim is to keep our nursery safe and a happy place to learn.*

