

New Church Road

Drop-Off and Pick-Up Procedures

From Monday 1st June, we are introducing new procedures at drop-off and pick-up times as part of our Covid-19 Coronavirus safety measures.

In order to minimise adults entering our nurseries, we are no longer allowing parents into the nursery. Instead, a member of the team from your child's room will greet you outside at drop-off and pick-up times.

We see these arrangements as being temporary, whilst social distancing is in place. We are requesting that parents please be patient during drop-off and pick-up, as it will inventively take longer than usual, and we anticipate delays for everyone.

This is a new challenge for all of us and our team will be doing their very best to welcome children back to the setting without the children feeling rushed, which may make them feel unsettled.

In order to minimise disruption, we will not be able to facilitate drop-offs and collections beyond the allocated timeslots set out below.

Please only use the buggy park if absolutely necessary. We ask that only one parent drops off and collects children.

Procedures at Drop-Off

In order to minimise queuing, congestion and families coming into contact, we are requesting that you arrive and queue at one of the following times:

Sessions Starting at 8am

We will be opening our doors and collecting children at 8am, 8:15am and 8:30am. 8am may be the busiest time, so if you can, please choose 8:15 or 8:30 instead.

Sessions Starting at 12:30pm

We will be opening our doors and collecting children at 12:30pm and 12:45pm

Sessions Starting at 1:30pm

We will be opening our doors and collecting children at 1:30pm and 1.45pm

Please arrive in good time to park, allowing time to queue. Please queue to one side of the pavement along the Wish Road side of our building, in front of the designated signs. Please follow social distancing rules (keep two metres from other families).

Pick-up/collection procedures on next page

New Church Road

Drop-Off and Pick-Up Procedures Continued

Procedures at Pick-Up

When you drop off your child, you will be asked what time you expect to collect them. You can also add this information yourself within the Family App. Please arrive with enough time to spare in time for the end of your child's session. Our aim is to have your child and their belonging's ready to meet you outside of the nursery.

Sessions Finishing at 12:30pm

We will be opening our doors and meeting parents with children at 12:15pm and 12:25pm. **Please queue to the right of our steps** (when looking at our front door), in order that we can see who is collecting and who is dropping off.

Sessions Finishing at 1:30pm

We will be opening our doors and meeting parents with children at 1:15pm and 1:25pm. **Please queue to the right of our steps** (when looking at our front door), in order that we can see who is collecting and who is dropping off.

Sessions Finishing at 4pm

We will be opening our doors and meeting parents with children at 3:45pm and 3:55pm. **Please queue to one side of the pavement along the Wish Road side of our building** (the same place where you queued during drop-off).

Sessions Finishing at 6pm

We will be opening our doors and meeting parents with children at 5:45pm and 5:55pm. **Please queue to one side of the pavement along the Wish Road side of our building** (the same place where you queued during drop-off).

Early Start and Late Finish

If your child does an early start (7:30am) or late finish (6:30pm), please ring the video entry system, but please still observe social distancing and wait on the pavement if another family is at the door.

Please review the Department for Transport Travel Advice for Parents:

<https://extranet.dft.gov.uk/safer-transport-campaign/schools/>