



St Angela's Nursery Class

Welcome

All staff must do the following when **welcoming** children in the morning and afternoon:

- One staff member answers the door to child and parent.
- Welcome the child and parent into the nursery cloakroom.
- Parent then helps child to change shoes/ hang up outdoor clothes.
- Staff member updates the number of children in the nursery and writes on whiteboard (on the door).
- Staff member then updates the register with time of arrival and name of adult who dropped them.
- Staff member then opens the gate to playroom indicating to other staff that the child has arrived and informing on new total of children in playroom.



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Hometime

All staff must do the following at **hometime**:

Morning session

- Staff gather children going home in Sensory Room at 11.45.
(Ratio 1-10)
- Lunch children are taken into Lunch room by Lunchtime staff at 11.45.
- One member of staff responsible for door.
- Parent rings doorbell and enters the nursery
- Staff member gets child from Sensory Room.
- Parent gets child ready for home.
- Staff member (on door) updates number of children – writes number on whiteboard.
- Staff member (on door) updates register with time of collection and name of adult who collected child.
- Staff remain in sensory room until all children are collected.

Afternoon session

- Children remain in playroom until parent arrives.
- Parent rings doorbell -staff member answers the door – call the child going home and parent is responsible for getting child ready.
- Staff member then updates number of children – writes number on whiteboard
- Staff member updates register with time of collection and name of adult who collected child.