

Kirkshaws Nursery Class



Arrival and Departure for Parents/Carers Policy

November 2025

The UN Convention on the Rights of the Child underpins this policy:

Nursery Routine	Relevant UNCRC Articles	Why These Articles Apply
Arrival	3, 6, 12, 19, 28, 29	Safe entry, emotional support, listening to children, access to education
Departure	3, 6, 12, 19	Safe collection, wellbeing, children's views about the end of the day
Transitions (separation & reunion)	3, 12, 29, 31	Emotional security, developing independence, supportive relationships

Arrival at 8.45am

All children, Parents/Carers and visitors should enter our Nursery via the lane at the back of the School/Nursery and then through the **Nursery Main Door**.

For safety reasons the door is locked at all times. A buzzer is located on a panel at the right-hand side at the main door to alert staff when you arrive. A member of staff will greet you at the door and you will escort your child to the playroom, following a one-way system.

You will sign your child into Nursery on arrival. In the interests of your child's safety, you must indicate who is collecting your child at the end of the session when being signed in. If someone other than the person named on the sign in form is collecting your child, Nursery Staff will contact you before allowing the child to leave Nursery. Nursery staff will consult the emergency contact list and will allow children to leave with a named person on this if they are unable to contact you. **It is expected that parents/carers notify Nursery immediately to any changes to emergency contacts and that a responsible adult will bring your child to and from nursery.**

A clean change of clothing should be provided daily for all children. This will allow your child to remain comfortable in Nursery in the event of wet weather or toileting incidents. All clothing should be suitable for the weather forecast and should have names clearly marked.

Arrival and Departure

Updated: November 2025

By: D McGarry

Reviewed & Updated: November 2026

By: Ms McCrossan/Mrs Drake

Departure at 2.45pm

Parent/carer's should enter via the Nursery main entrance. A member of staff will welcome you at the main door. **Parents/carers collecting should follow a one-way system, entering via playroom 1 (closest to the main entrance), collect and sign child out and exit via playroom 2.** Children should be signed out before changing into outdoor shoes and jackets in the cloakroom.

No one under the age of sixteen years can collect children from Nursery. If staff are in doubt, proof of age will be required.

Changes of clothes should be removed from the premises at the end of each session. To assist in our cleaning and hygiene practices, we cannot store any clothing in the cloakroom.

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