

Entering and Leaving the Nursery

* A member of the Nursery staff on a rota basis will be in attendance in the cloakroom at the following times

**Mornings -** 8.45am – 9.00am

11.45am – 12.00noon

**Afternoons -** 1.00pm – 1.10pm

4.00pm – 4.10pm

* Parents/Carers should sign in their child on the register sheet in the cloakroom, and then hand their child over to nursery staff in the playroom.
* To ensure the safety of all members of the nursery community it is important that parents/carers or children do not open the outside door to other parents.
* Parents/Carers should sign out their child on the register sheet in the playroom.
* All visitors should sign in and out of the building using the visitor’s sheet in the main reception. All visitors should report to the main reception and not directly to the nursery.

**Updated August 2018 by N. Ferguson**

**Woodlands Nursery Class – ENTERING & LEAVING** 

