



Woodpark Nursery

Rowan Room

Drop off and Collection Procedure Note

At the beginning of the day

- **The front door should be manned by one of the staff members on outdoor duty.**
 - This person is responsible for ensuring the correct menu is displayed for the day. And making sure all children's name cards are displayed at the bottom of the lunches board.
 - Supporting children and parents to make choices about their child's choice of food.
 - Encouraging parents to follow the one-way system.
- **The exit gate to the playground should be manned by the other outdoor staff member.**
 - Whoever is manning the exit gate must be extra vigilant for children attempting to exit the playground. The playground will be additionally manned by the staff members from the Math's area.
- **The Butterfly is responsible for registering children as they arrive, reporting absences and placing the lunch order for the children.**
- The staff member from the Maths area is responsible for manning the door to the classroom and encouraging the parents/ carers to follow the one-way system into the playroom and exiting through the playground door.

Parents and carers are responsible for:

- Assisting their child to make a choice of lunch.
- Helping their child to hang up their jacket and change their shoes.
- Applying sunscreen to their child if it is necessary.
- Escorting their child into the playroom before leaving through the exit to the playground.
- Collecting their child from their key person at the end of the session
- Helping their child to gather their belongings before leaving through the main exit at the end of the day.

At the end of the day.

- Staff should gather their key group together and assemble in their designated area and settle for a story or / and some songs.
- At 2.45pm the Team Leader will open the door to the playground and the exit gate.
- The Team Leader will exercise vigilance to ensure no child can leave through the exit gate unaccompanied.
- The Team Leader will welcome parents and direct them to the appropriate door to collect their child.
- A member of the Willow Room Staff Team will man the main exit door to prevent any child leaving unaccompanied.
- All key workers must remain with their group until the last child is collected by a known adult or by an adult who knows the child's password.

September 2023