

BATHGATE EARLY YEARS CENTRE - Whitburn Road ; Bathgate EH48 2DR ; Telephone 01506 776234

Monday, 18 August 2014

Information for All Parents - Procedures for registration and collection of children attending nursery.

As you know we are implementing new extended nursery hours in line with Scottish Government guidance from the start of the new session. As intimated in the information circulated to you at the end of last session the hours are:

Bathgate Early Years Centre - Timetable 2014-2015 for Implementation of Increased Nursery Hours

NURSERY CHILDREN - MONDAY - THURSDAY - MORNING AND AFTERNOON

TIME	8-8.35 AM	8.35-11.05 AM	11.05-11.29AM	11.29-12.09AM	12.09-15.16PM	15.16-16.08PM
CHILDREN	BREAKFAST/SOFT START All children to be in by 8.35AM	NURSERY CORE TIME PICK UP BETWEEN 10.55 AND 11.05PM	STAFF PREP	STAFF LUNCH	NURSERY CORE TIME	SNACK/SOFT END PICK UP BETWEEN 15.16PM AND 16.08PM

NURSERY CHILDREN - FRIDAY MORNING

TIME	8-8.35 AM	8.35-11.28 AM
CHILDREN	BREAKFAST/SOFT START All children to be in by 8.35AM	CORE TIME PICK UP BETWEEN 11.20 AND 11.28AM

WRAPAROUND - MONDAY - THURSDAY

TIME	11.05AM	5.30PM
WRAPAROUND CHILDREN	START OF WRAP SESSION – (Wrap children and staff move into Playroom 1 at 11.50am.)	END OF WRAP SESSION

WRAPAROUND - FRIDAY

TIME	11.28AM	5.30PM
WRAPAROUND CHILDREN	START OF WRAP SESSION – 11.28 All children to be in by 8.35AM – (Wrap children and staff move into Playroom 1 at 11.50am.)	END OF WRAP SESSION

To ensure all our children are safe in nursery and registered in line with WLC guidance please read the information below as to the new procedures we have put in place for registration.

Please remember you are responsible for registering your child's attendance at nursery when you enter the centre.

ARRANGEMENTS FOR REGISTERING CHILDREN FOR MORNING SESSION

The main door will open at 8am and close at 8.35am (which is the end of the soft start part of the session). This will allow for fire registers to be checked etc.

Parents are expected to pick up children between 10.55am and no later than 11.05am which is the end of the morning session

ARRANGEMENTS FOR REGISTERING CHILDREN FOR AFTERNOON SESSION

The main door will open at 12.09pm and close at 12.20pm. This will allow for fire registers to be checked etc.

Parents are expected to pick up children between 3.16pm and no later than 4.08pm

this is the end of the afternoon session.

- The main door is on a delicate timed mechanism - PLEASE DO NOT PULL OR TUG IT! The door opens slowly to allow entry/exit.
- On entry to the centre parents/ carers should then proceed with children to the office window and register their own child's name along with the signature of the person who is dropping off the child that day.
- In line with WLC H & S guidance the Admin' Assistant will check the ticking in sheet against fire registers at the times above.
- In line with current WLC policy on Absence Management of Pupils all children should be registered in nursery for the morning session by 8.35am am and for the afternoon session by 12.20pm.
- Absences should be notified by telephone - a message can be left on the answering machine and the information will be transferred to the daily register. The admin assistant will follow the WLC procedures regarding any unexplained absence.

- Any parent who wishes to collect a child early from nursery, e.g. for an appointment etc, should notify the staff prior to the day of the appt. The parents of such children should indicate the early collection on the register for that day which will be held by the admin assistant.
- When children are collected by parents at the end of the session. Parents/ carers must sign their child off the register on leaving the building.
- It is then the parent's responsibility to ensure their own child's safety and exit in the cloakroom, foyer and door area.
- All children must be away from nursery by 11.05am / 4.08pm. This will allow staff to prepare for the next session.
- It is the responsibility of all parents/ carers to maintain current contacts/ childminders etc on the admission form.
- The staff will not allow children to go home with anyone unless that adult is recorded on the admission form or the parent has notified an emergency change by telephone or verbal message.
- It is the responsibility of parents to ensure anyone nominated by them to collect their child other than themselves must be 16 years or over.

All staff appreciate parent/carers co-operation and patience in assisting them to implement these new procedures.

Yours faithfully

Mhairí S. Lynch

Headteacher