

# **WEST PARK ACADEMY**

## **Arrival and Departure Procedures to and from Early Years**



**Date reviewed – March 2024**

## **Nursery Arrival and Departure**

Morning/Afternoon children enter into Nursery through their own entrance.

Nursery doors open at 8.45 am for the morning session and 12.30 pm for the afternoon session.

There is a member of staff at the door at all times when the door is open and until the children are handed to staff.

The entrance is only open for ten minutes following arrival time.

It is then locked and all late comers will need to report to the main office.

Visitors are required to go straight to the main office.

The children are not allowed out of Nursery unless accompanied by an adult and supervised at all times.

Morning children are collected from the Nursery door at 11.45 am. They leave the building one by one to ensure they find their parents/carers.

At the end of the afternoon session the children are collected directly from staff at the entrance to Nursery. Again, they leave Nursery one by one.

## **Reception Arrival and Departure**

On a morning, Reception children enter school through the Reception Classroom doors which lead out onto the main playground. The doors open at 8.45 am

The school day finishes at 3.30 pm and the Reception children leave via the doors leading onto the main playground.

The children leave Reception one by one to ensure parents/carers can see them.

Staff will only allow children to leave them when a familiar adult is present. **It is essential that you inform staff if someone different is collecting your child as staff will not allow them to leave without prior arrangement with parents/carers or older siblings.**