

54. Drop off and collection from school policy

When children start at the nursery parents need to complete all the child details forms, as well as a permission slip to inform the school that Kiddiecare nursery are allowed to collect the child from school.

A list of children to be collected each day is to be available to staff and given to the school. Only children on that list are to be collected, unless otherwise notified by the parent.

All staff are to check the communication book to ensure that there are no cancelations or additional children to collect.

When dropping off and collecting the children the staff member must take:

- The nursery phone in case of emergencies, ensuring it has been charged
- All the relevant children contact details
- Register of those children along with a pen
- First aid kit

Only staff who have a current DBS clearance and an up to date first aid is to complete the school run.

When children are leaving or arriving in the nursery they must be signed in and out. If a parent meets a child between the school and nursery, they must sign on the register taken. If someone other than the parent meets them to collect the child and the nursery hasn't been notified the parent must be contacted, if they are unavailable the child must stay in the nursery until we are able to get verification.

When the staff return children to the nursery from school they must ensure that the manager is aware and that manager, deputy or room leader signs to say that they have check and confirmed that the children all have been collected.

When traveling between school and nursery, staff are to be constantly vigilant and hold the children's hands, talk to them and giving children an understanding of danger. Also, staff should be aware of strangers around them and again talking to children to give them an understanding of stranger danger.

*During the covid19 pandemic after school children over the age of 5 years must be kept away from our under 5 nursery children. If a separate room can't be used, then they need to be in an area 2m away from the nursery children.