



Cornbank Early Learning and Childcare Drop off/ Pick up Procedure

Aims

- To ensure pupils are safely accounted for on entering and exiting ELC
- To ensure communications are effectively passed on.

Drop Off

- There is a 50 minute window for drop off in the morning between 8:00am and 8:50. We ask that you kindly stick to dropping off within this window if possible as children dropped off later than 8:50 takes a staff member away from the playroom for longer than necessary.
- One staff member is assigned to the main door each morning. This person is responsible for opening the door to welcome the child in and ticking the child in on the register. Parents should wait until their child is safely in the building and ticked in before leaving. Parents are welcome to drop off at the door or bring their child into the setting whatever works best for their child.
- A second member of staff may be on the door at busy times to ensure all children are accounted for upon entering the nursery.
- The staff member taking the register should check the communication diary in the morning to see if there is any information to be passed on to parents. The register should be ticked at the time of the child coming in. (See also Attendance Management Procedures)
- Parents should initial their child in on the sign in/out register. Each Key group has its own register. They should also state who is expected to pick up the child each day.
- Communications should be kept brief in the morning where possible. If parents wish to speak to a member of staff in more detail then the person on the door should seek support from another member of staff or an arrangement can be made to phone the parent at a less busy time.
- All communications from parents should be noted in the communication diaries at the time the message is communicated.
- If you are late to drop off your child your child should come in via the school office at the main entrance.

Pick Up

- We operate a one way system for pick up. You should enter the nursery at the garden gate where you will be let in by a member of staff.
- To ensure safety of all learners the gate will not be opened to allow parents in until all staff members are in their designated areas at the end of the day.
- There is a half hour window for pick up between 3pm and 3:30 pm.
- If too many parents/carers arrive at once we may limit the number of parents allowed into the building at one time in order to keep everyone safe and not overcrowd the ELC.
- Pick up is from play so you are invited to come in to the setting, find where your child is playing and chat with staff about your child's day.
- After you have found your child you should make your way to the cloakroom.
- There is a member of staff in the cloakroom communicating any messages with you. Confidential conversations will happen in the nurture room or in the ELC office.
- You should support your child to gather their belongings and exit via the main nursery entrance.
- You should initial your child out on the sign in/out register.
- The staff member in the foyer will highlight your child out upon leaving the building with an authorised adult.
- Staff in the playroom will pass on any relevant communications with you and will offer a short feedback. If you wish for a longer feedback you can request to speak to a member of staff and we will either arrange for this to happen now if staffing allows or your requested staff member will give you a call at a less busy time. Please be aware that all staff are assigned to jobs at the end of the day so your child's key person may not be available but all staff have a rapport with the children so would be able to help with any queries.
- If you need to pick up your child early for any reason you should make staff aware of this as soon as you know. You can call the nursery on arrival (0131 271 4576) and a member of staff will bring your child out to the gate for you.
- Staff should highlight any children leaving early on the register as they leave.
- If you are going to be late to pick up your child you should call the nursery as soon as possible to let them know. If you are late staff will call all of the emergency contacts on the list to check everything is ok.

Children later than 3:35 will need to be collected from the school office as the janitor locks the gate at this time.

- At the end of the day staff will check all children have been signed out on the registers and file any communications ensuring relevant information is passed on to the correct keyworker and SEYP.

Revised: August 2021

Updated 21st February 2022

Revised: August 2022

Revised August 2023

Updated 4/9/23

Revised 27/9/23