



## **PHOENIX HOUSE MONTESSORI NURSERY SCHOOL**

**27 Stamford hill, London N16 5TU**

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### **Dropping Off and Collection of children / Car park / Visitors:**

#### **Policy statement**

Children's safety is maintained as the highest priority at all times. Every attempt is made through carrying out the dropping off and collection procedures to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

#### **Procedures**

The following procedure applies to the dropping off of children at the start of the morning session from 8:00 am onwards;

- Parents / carers are to Buzz on the intercom and say their child's name clearly for entry; once they have entered this access point they are required to buzz on the main door and wait for a staff member to open the door; parents / carers are not allowed to open the door for other parents / carers even if they know them. This access point must only be controlled by staff members.
- Parents / carers enter the Nursery and sign their child in (register is kept on a shelf in the reception area)
- Children are encouraged to then hang up their coat, takes shoes off and puts their slippers on.
- Parents / carers must bring their child inside the class room fully; we ask that all parents do not stand by the safety gate or door; as we need this access point clear.
- Parents / carers are to provide the setting with a communication form; completing all sections on the form. Including time of arrival and time of departure with the name of the person collecting the child. Passwords must be provided if it is not the registered carer.
- Parents / Carers are to exit through main Nursery door; this door has a mechanism and swings closed by itself; unless informed otherwise. The gates outside the nursery need to be pulled closed. This gate is on a timer and must be closed quickly to avoid it becoming jammed.

The following procedure applies to the collection of children at the end of your required time but before 6:00pm;

- Parents / carers are required to buzz at the main gate; entry will be authorized when clarification of who you are has been given to the staff. You will then be given access to the main building once you buzz on the second buzzer system.

- Parents enter the class room fully; please ensure you are not stood by the door preventing access in and out.
- Staff members are required to sit with the children; please come over to a member of the team who will share the information of your child's day with you. Providing you with a dairy.
- Your child will be able to collect their belongings, put their coat and shoes on; once this has been done we require all parents / carers to sign their child out of the premises.
- In the event that a relative, friend or older sibling {17 years and above} collects your child they will require a password before entry to the premises can be authorised; if we have not been given a password we will not release your child until you have personally contacted the setting.
- If you come to the setting with a friend, relative or child over the age of 11; we will require you to sign them in and sign them out using our visitor book.

**Our visitor book is situated in the reception area on the table underneath the children's signing in/out sheets.**

**Failure to collect your child on time:**

The opening hours for Phoenix Montessori Nursery are **8:00am to 6:00pm**.

Children are expected to be collected from the nursery in accordance with the hours your child has been scheduled. The nursery is not permitted to be open after **6:00pm**.

In the event of late collection we have put a charge in place, you will be charged **£1.00** per a minute for the first 5 minutes and £5 thereafter, as we are not insured or registered to care for children after these hours. If lateness because a constant concern we will support you with putting strategies in place however if this fails we will be required to contact OFSTED and Social services.

Please speak to a member of our team if lateness may be a concern.

**Car park:**

The setting has one car park which is available to all parents, visitors or delivery drivers.

It is our policy that all parent/carers and visitors make use of designated parking, leaving their vehicles safely and without causing a hazard to other users and neighbours.

We do request that parents / carers take caution when their children enter the car park area; ensuring their hands are held as cars are not always visible due to the length of the car park

**Visitors:**

As an Ofsted registered child care setting we are required to ensure all visitors log into our visitor book; to provide the safety of each individual child in our care.

The setting ensures the following is in place:

- Any regular visitors to the setting will be asked to complete a Criminal Record Bureau Check; this includes French teachers, support workers, yoga teachers, etc.

- The setting will not leave any child alone in a room with a visitor, under no circumstances, even if they have been DBS checked, for example Ofsted / prospective parents or other agency members. Our qualified and checked staff will supervise visits.
- The setting will not allow any visitors to take the children to the toilet or change their nappies. Parents are not permitted in the bathroom area; a staff member will take their child for them.
- The setting will request identification from all visitors not known to the setting and will refuse entry if we are unsure of them.
- The setting will endeavor, when possible, to arrange for any maintenance work to the setting to be carried out at weekends and during non-cared hours; if this is not possible the setting will place a notice in the reception area informing parents of the work being carried out.
- The setting will maintain a visitor book for all visitors to sign in which is available in the reception area when coming in and out of the premises. All visitors are required to sign in and out of this book; including visitors who come with a parent and children over the age of 11.