

## Newbridge Day Nursery Policy for the Safe Arrival and Departure of Children

It is the policy of the Nursery to ensure the safety of the children at all times, especially when parents are entering and departing the building.

We ensure that only a member of staff opens the front door to welcome you and for you to exit the building.

Children's arrival and departure will be logged onto a daily register. The front door is kept locked and secure at all times and staff will not let in anyone unknown to them and will call a senior member of staff to assist.

If your child needs to be collected by someone other than stated on their registration form this can be arranged, with prior notice, a password / photo or car registration is required.

If an emergency arises we would always contact parents / carers by phone to confirm identity and arrangements.

**The safety of the children is paramount.**