

15 Arrival and departure of children policy

At Bluebells we wish to make the transition from parent/career to Bluebells as stress free as possible.

To ensure a smooth running arrival we ask the following

- Morning sessions start at 9:10 and doors will open at this time.
- Please come in and help your child find their peg and name say goodbye and leave.
- If you wish to speak to Stacey please approach the desk where you can discuss any information, if there is no need to discuss a situation you can always pass on a note.
- If your child is upset please stay and your child's key person will support them

To ensure a smooth running of collection

- Please wait outside safely and a member of staff will call the children one by one when they see their parent.
- Your child will come out with all their belongings so no need to come into the room.
- When your child starts at Bluebells you are required to hand in a password. Nobody will be allowed to collect your child without the relevant password.
- If a child is going to be collected by anyone other than the person who dropped them off then the staff must be notified.
- Going home time for the end of the afternoon starts from 2:45 to allow parents to collect older siblings from school if necessary.

September 2013 - Updated October 2021

Signed:

Stacey Humphrey (Manager)