**Braehead Nursery**

**Children Collection and Drop off Procedure**

Entry to Braehead Nursery is via the Nursery Door.
The door automatically unlocks and locks at the following times;

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| Morning Session | 8.40 – 9.05 |
| | 11.30 – 11.50 |
| Afternoon Session | 12.30 – 12.50 |
| | 3.15 – 3.40 |

For security, our doors are centrally locked from (**9.05am, 11.50am, 12.50pm and 3.40pm**). If you arrive after these times you will have to enter the school through the main reception area.

When bringing or picking up your child please observe the following points.

- *All children must be brought to and collected from the Early Learning and Child Care Centre by an adult i.e. someone who is over sixteen years of age.*

- *Please let the Early Years and Child Care Centre Team know if someone other than yourself is collecting your child. The Early Learning and Child Care Centre staff will not allow your child to be picked up by anyone other than the named adult. Please follow sign in procedures.*

- *Please remember not to park in the pick-up/drop off zone in front of the Early Learning and Child Care Centre. Car parking is available in the car park.*

Please ensure the Nursery entry and exit class doors are locked behind you when entering and leaving. The main entrance doors to the Nursery should always be closed behind you. Thank you.

We recommend that there is a regular person to collect the child on a daily basis. If someone other than the regular person is collecting the child, the parent must ensure that they contact the Nursery and make the staff team aware of this. If the staff team are not made aware of this the child and the person must wait until authorisation has been sought from a parent/guardian.

*Reviewed: August 2018*
*To be reviewed: August 2019*