

Parents arriving at Hillfields Nursery School

These steps are in place to safeguard all our children and minimise disruptions to their learning.

We thank you for your cooperation

Parents dropping children

Session Times:

08.45 – 11.45 12.30 – 15.30

Gates Open:

08.45 – 08.55 12.30 – 12.40

Parents arriving after gates close, between 08.55 – 09.20 and 12.40 - 13.05

- Report to Reception
- Sign in your child
- Gates will be open after registers are completed and first learning time is finished **9.20 and 13.05**
- Children arriving later than this will not be admitted into the session as it is unsettling for the child. The only exception will be if the child has been at an appointment, written proof of the appointment will be requested

Parents collecting children

Gates Open:

11.30 – 11.45 15.15 – 15.30

If parents arrive before 11.30/15.15 to collect a child

- Report to Reception
- Sign their child out with reason for early collection
- Member of admin staff to collect the child and bring to parent

If it is prearranged due to settling

- Key person to open the gate for parents at the rearranged time
- Key person to ring through to office staff

Unless your child has an appointment, the gates will only open early at **11.00 and 14.45** this is because after this time the children are in their group learning sessions and all staff are required to support this learning.

Gates Times	
08.45 – 08.55	12.30 – 12.40
09.20	13.05
11.00	14.45
11.30 – 11.45	15.15 – 15.30