Procedure for pick up of the Children from the School Nursery

* Two Members of staff will collect children even if there is only one child to be collected in line with the Safeguarding Children Policy.
* One member of staff must be qualified
* If a child is being picked up as a one-off we must have permission from the parent/carer.
* A pre-printed register of the children to be collected from the Nursery will be taken so the children can be signed over from the School Nursery care into TreeHouse Pre-school care.
* Collect any incident/accident forms that then need to be passed onto the parent/carer.
* Staff to wear visibility jackets when collecting the children from the Nursery.
* Children are to hold onto the coloured rings when walking back from the Nursery.
* Staff to write up their names on the whiteboard so TreeHouse know that you are out of the building, on your return erase names.