



Arrivals and Departures

We operate a no car policy for both drop offs and pick ups, unless an emergency. This is because of potential traffic issues on this residential street as well as for the safety of the children. This applies to the staff as well. Bus and Train timetables and routes are available on request.

Bikes can be stored in the front garden and locked to the fence

After dropping off your child you can store your buggy in the shed found in the driveway. The key for which is in the hall and must be returned after use.

Arrivals

Children are to be dropped off between the times of 8 and 9:30, any other times will need to be discussed and agreed in advanced. If running late you must call the nursery on 020 8880 2551 and inform the staff so they can inform the chef of numbers for snacks and meals.

When dropping off your child you are asked to use the front door and take your child to their classroom. Helping them remove shoes and put on slippers, hanging up their coats and bags. You will need than your child's diary over to their key person and make them aware of any specifics for that day. Alternatively please use the diary to write down anything you may forget.

If your child requires medicine in the day you will need to fill out a consent form and hand the medicine over to your key person. The key person must make sure that they follow the medical consent procedure and that the medicine is kept in the office. All medicines will be collected from the office and handed directly back to the parent on collection.

Departures

Pick up time is between 5:30 and 6:00. Until this time parents are asked to wait in the garden which is accessible with the code to the side gate.

The Den children will be in the garden for pick ups weather permitting while the Loft children will remain up in the classroom. In the case of wet wether both classes will remain indoors and parents are asked to use the from door.

Children need to be picked up before 6 as the nursery will close at 6 pm. Any late pick ups will be noted and subsequent fees added (see fees).

Failure to pick up the child will result in the following:

1. Phone call to parents after first 10 mins.
2. Failure to respond after an hour then guardians listed on registration form will be contacted.
3. If this fails, the authorities ie Hackney First Response Team will be contacted and child will be taken home with Tamsyn until arrangements can be made.

Mon to Fri 0208356 5500
Out of hrs 0208356 2710

If a parent cannot pick up and has made alternate arrangements with someone else, they must inform Tamsyn or Kerrie and their key person of this beforehand. They will need to have met this person prior to the pickup or be provided with a photo/ description of said person and a code word. This person will need to be an adult.

Parents are asked not to share the gate code with any one unless it will be regular arrangement for drop offs and pick ups.

Tamsyn has the right to refuse to allow a child to leave the premises with those she considers unsuitable.