



ARRIVALS AND DEPARTURES POLICY FOR PICK UP AND DROP OFF

The morning drop offs (**between 7:30am and 9:30pm**) and afternoon pick-ups (**between 2:30 and 6.30pm**) can be our busiest times. These guidelines have been produced to help ensure the safety of all visitors, parents, children, and staff at Monkey Puzzle Astwick and we are grateful for your full co-operation. This document forms part of the risk assessment for the safety of everyone entering or leaving the Nursery site. Parents and carers are reminded that they are responsible for their children in the car park and they should be closely supervised at all times.

- All Parents and carers are encouraged, where possible, to walk or cycle with their children to school. We offer regular incentives for those parents who choose to do this. Please check our monthly newsletters for rewards and incentives.
- All drivers must park in the visitor car park on the left-hand side of the nursery.
- Parents and carers are requested to use the visitor's car park area responsibly. Please **DO NOT** block other cars in, there are always plenty of available spaces.
- All drivers must exercise due care and attention when driving and manoeuvring in the car park.
- There is to be no parking outside the front of the nursery or on the roundabout unless this has been agreed beforehand with the nursery manager. Permission to park at the front of the nursery will be only granted on the grounds of health or mobility issues.
- We kindly request that pick up and drop off times are kept to a minimum. If you require one to one time with a member of staff we can book this in for you.
- Please be aware at **ALL TIMES** for the safety of young children who may suddenly appear in front or behind your car. Given the height of some little ones, most will not be visible to a reversing car. Please ensure that all parents hold children's hands.
- Use of the car park will be monitored and reviewed regularly.

Kind regards,

Natasha Moniz
Owner / Manager – Monkey Puzzle Astwick

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