



Early Drop Off Policy



The
Little Green Frog
Nursery & Pre-School

The Little Green Frog Nursery morning sessions start at 8am but it is possible to book an early drop off from 7.30am.

Two members of staff start work at 7.15am to accept children whose parents have arranged to drop them off from 7.30am.

There must be at least two members of staff in the building for children to be left at nursery.

If a member of staff is unable to come to nursery for their 7.15am start should follow the usual absence procedure. (i.e. phone the nursery land line and leave a message)

If one of the staff members doesn't come to work then the remaining staff member should not accept any children until another member of staff is in the building.

- If a member of staff is on their own in the nursery building at 7.30am; they will telephone the person in charge that day to let them know.
- The staff member will politely explain to any parents that a member of staff has been unable to come to work and that children cannot be left until another member of staff comes to nursery
- Parent/carer(s) are required to wait until another member of staff comes to nursery, at which time they may leave.
- The next member the staff team to come to nursery will cover until 8am and the extra time will be paid in the normal way.
- Parent/carer(s) will be refunded any fees paid for the early drop off.

