



Drop off and Pick Up Procedures

Aim:

- Safeguard children.
- Protect children, parents, visitors and nursery employees
- Prevent the spread of infection of Covid-19
- Organize the procedures of dropping and picking up the students.

Procedures:

Rules for parents to follow when dropping and picking up their children from the nursery:

- Follow drop-off and pick-up timing to maintain the social distancing.
- Dropping and pick up the children at the entrance of the reception.
- Parents are not allowed to pass the reception area to inside the nursery or going upstairs while the children are still in the nursery.
- Parents will have to sanitize their shoes before entering the nursery by stepping on the sterilization carpet at the nursery entrance at the main gate.
- Parents will have to sanitize their hands before dropping and picking up their children with their own hand sanitizer or those provided by the nursery at the entrance.
- If the parents picked up their children during the day for any reason they are not allowed to be back until the next day.
- Parents should send the same person to drop and pick up their child every day.
- Parents should wear their face mask when dropping and picking up their children.
- Teachers to meet their students at the entrance of the Nursery on the specified time for each class.



Bubbling with parents

Nurseries must:

- Develop and implement a process for 'Pick Up' and 'Drop Off' of children in which parents do not enter the building.
- Ensure that only one family member can come to the nursery at a time.
- Amend daily timetable to accommodate staggered arrivals and departures.
- Ensure that registration can happen online. If necessary, parents/ guardians visit for registration and/or tours should be based on an appointment system when there are no children in the nursery.

Transporting children from bubbles

Nurseries must:

- Ensure that buses are not used to transport children.
- Ensure that parents assume responsibility for the transportation of their own children to and from nursery.
- Ensure that only children from the same family or same bubble are transported together to nursery.