



30th January 2019

PLEASE READ CAREFULLY – IMPORTANT INFORMATION ABOUT SECURITY AT COPECC

Due to recent concerns that I have had about the safety of the entry and exit doors at nursery, I have decided to put in place temporarily some additional safety procedures. Unfortunately these will cause some inconvenience to parents, carers and visitors arriving and leaving, however the safety of your child is my first priority. Below are also some reminders of what you can do to help ensure safety.

New procedures for entry and exit – from Thu 31st January

During the following times, the main front door will be supervised to ensure that no child can exit nursery unsupervised - 9am-9.30am, 11.45am-1.10pm, 2.40-3pm. Please buzz for entry as normal.

Outside of these times (9.30-11.45am and 1.10-2.40pm) the front door will have a loud alarm that alerts if anyone tries to exit without staff awareness.

PLEASE BE AWARE THAT IF YOU PRESS THE DOOR BUZZER FOR ENTRY DURING THESE TIMES, YOU MAY NEED TO WAIT A SHORT TIME BEFORE A MEMBER OF STAFF CAN PHYSICALLY COME TO THE DOOR TO DEACTIVATE THE ALARM. YOU WILL ALSO NEED TO REQUEST THAT A MEMBER OF STAFF DEACTIVATES THE ALARM WHEN YOU EXIT.

Reminders – WHAT YOU CAN DO TO HELP ENSURE SAFETY

Please **make sure that you shut the door to the nursery room behind you** until it clicks closed. Frequently, adults are preventing the self-close mechanism from working by holding the door to very slowly close. Please also **close the outside gate at all times.**

If a child unknown to you attempts to follow you out of a door, please immediately **alert a member of staff.**

PTO

Please note the pickup times for the sessions your child attends e.g. 3pm. It helps to **try and stick to the nursery times where possible** and reduces inconvenience for you in waiting at the door to be let in. 9am-9.30am, 11.45am-1.10pm, 2.40-3pm are the preferred times for pickup and drop-offs although of course this depends upon the nursery sessions your child has.

Please tell your keyworker, write on the register or phone to let us know if someone else is coming to collect your child. **We cannot allow children to leave with an unknown adult if you haven't let us know in advance.**

Please ensure that you **sign your child in at nursery on the register and sign them out when you collect them.** This is important for a number of reasons, including fire regulations for safety at nursery.

Parents are responsible for children once children have been seen by parents when picking up. Be aware that children may try and leave ahead of you and the carpark is a hazard. Also siblings left in prams are your responsibility – please carry them in to nursery when you can.

It is hoped that some additional safety features at the entry door and gate will soon mean that the use of the door alarm will no longer be required.

Thank you to all parents and carers for your patience and cooperation with these changes. If you wish to discuss the new procedures, please come and speak to me or come along to our next parent info session.

Yours Sincerely

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Steve Rivers

Centre Leader