

Open Door Policy

Springboard Nursery operates an 'Open Door Policy' and our parent/ carers are encouraged to come to the nursery at any time while their child is attending.

We also encourage our parent/ carers, if they wish, to phone at any time of the day when their child is attending to find out how they are etc, and one of the staff or your key worker will be able to assist and reassure you.

We encourage parent/ carers to utilise our open door policy when settling in a child to the setting, allowing parent/ carers to come and go prior to their child starting the nursery helps the child, staff and parent/ carers by creating a smooth transition.

Parent/ carers are welcome to come and look around the setting at any time.

If your child is settling in or maybe a little unsettled one morning, then feel free to stay back, have a coffee/ tea and wait around to see how your child is..... We encourage parent/ carers to do this to have piece of mind and feel confident that their child is happy and content.

The 'open door policy' enables parent/ carers to pop in if they have any questions, to check on their child, to have formal/ informal meetings at a time convenient to them.

Parent/ carers are welcomed and encouraged to participate in activities or trips, this is not essential but the 'door is open'!!!

Any visitor will be required to show identification and evidence of what company they are with.

Under any circumstances visitors will NOT be left unattended.

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023