

## Is dropped off and collected on time

Regular attendance and punctuality help children feel settled, secure, and ready to learn. Arriving on time ensures children can take part in the full range of learning experiences, routines, and social opportunities available within the setting. Being dropped off and collected at consistent times helps children understand their daily routine, develop a sense of belonging, and build positive relationships with adults and peers. It also supports smooth transitions into and out of the setting, promoting children's emotional wellbeing and confidence.

### Practitioners can support children by:

- Sharing with parents how arriving and leaving on time supports their child's confidence, sense of security, and participation in daily routines and activities.
- Communicating session times, special events, and any changes to routines clearly and regularly.
- Using newsletters, apps, texts, emails, or noticeboards to keep families informed.
- Creating opportunities for positive conversations with parents at drop-off and collection times.
- Building supportive relationships with families and being approachable when difficulties arise.
- Working with parents to identify and address any barriers to punctuality, such as transport, childcare, or family circumstances.
- Supporting children with visual timetables and predictable routines to help them manage transitions into and out of the setting.
- Signposting families to relevant support services, such as the Health Visiting Team, Early Help, or other local services, where appropriate.

### How can parents support their children?

- Maintain consistent drop-off and collection routines each day
- Allow enough time for travel and unexpected delays
- Prepare bags, clothing, and other essentials the night before to reduce morning stress.
- Arrive on time to support smooth transitions into and out of the setting
- Inform the setting promptly if running late or if a different person will be collecting their child
- Encourage their child to take part in arrival routines, such as hanging up their coat, putting away their belongings, and saying goodbye confidently
- Talk positively about nursery or pre-school to help their child feel settled and ready for the day
- Keep collection arrangements clear and consistent so their child feels safe and secure
- Use a visual schedule at home to support getting ready for nursery or pre-school
- any changes in family circumstances or routines with the setting, as these may affect their child's wellbeing or punctuality

#### Example of a morning routine visual using photos

