

THE ARRIVAL AND COLLECTION OF CHILDREN

1. Each child must be signed in, registered and have a place pre-booked and paid for in order to stay at the nursery.
2. Each child attending a session must be marked in by an appropriate staff member on the room's daily sheets as well as being highlighted as attending in the main setting diary.
3. When the child is collected at the agreed time, they must be signed out by the Staff.
4. If a parent / guardian is unable to collect their child, they must inform the nursery which named person on the child's Registration Form will be collecting the child.
5. Under no circumstances must a child be allowed to leave with anyone other than those named on the Registration Form, unless the parent has given express instructions. If there are queries regarding this, the nursery will contact the parent / guardian to discuss the situation with them – a password system is in place.
6. If a child is not collected and the parent / guardian is un-contactable, the other names on the child's registration form should be called to collect the child. If no – one on the child's registration form is contactable then the Emergency Procedure for Uncollected child(ren) should be put in to effect.

REVIEWING THE POLICY

The Policy will be reviewed every year.

Adapted by: Jane Laycock

Date: February 2019

Signed by:

Review date: February 2020