



Collection Policy

Statement of Intent

It is our aim to ensure a safe environment for all children. We aim to make the drop off and collection of children, as smooth and as safe as possible.

We have set out procedures to ensure this runs effectively and efficiently.

Procedures

Parents will be asked to provide the names of persons permitted to collect a child from Pre-School. These should be recorded on the registration form. Any person/s not permitted to collect a child should also be recorded. In special circumstances, parent/career will be asked to provide a photograph if possible, or a detailed description of this person.

Parents are to be aware that collection of a child has to be an adult over 18 years of age, unless that person is a parent of the child.

The front door will be locked as soon as the main flow of arriving parents subsides.

If there is any change to the usual collection arrangements, the Pre-School Leader must be informed in advance.

Parent/career are to sign children in and out on, as they leave off and pick up.

Parents are to ensure the child enters the playroom and makes a staff member aware, especially if the parent feels the child may attempt to run after them.

Parents and staff will work together to ensure the child recognizes and understands the universal NO symbol that prewarns the child not to be going through a certain door alone.

Staff cannot permit a child to leave the Pre-School with anyone other than the named person, unless otherwise advised of this by parents in advance. In such circumstances, the Leader will attempt to contact parents for consent.

Staff cannot permit a child to leave with anyone who is not over 18 years of age, unless the person is the parent of the child.

At the end of each session, the leader will call the children's names as their parent/career arrives.

Before the collection procedure commences, the leader will designate a member of staff to supervise the front door to ensure no child leaves the Pre-School alone. The staff member will remind parents of being vigilant when leaving Pre-School and to hold their child's hand to ensure their safety in the busy car park.

Parents should adhere to arrival and collection times as this will ensure the smooth running of the Pre-School.