

Thorpe Willoughby Childcare Centre



Collection of Children Policy

Thorpe Willoughby Childcare Centre operates from 7.30am – 6.00pm.

Parents should ensure children are brought in no earlier than 7.30am and are collected before 6.00pm.

The setting is closed at 6.00pm.

If a parent is unavoidably delayed due to circumstances beyond their control, they should make every effort to phone the nursery to inform them.

Parents who have not collected their child by 18.00pm may incur a charge.

This will be under the discretion of the management.

Please ensure that your child / children are collected on time so that we do not have to take this action.

Please note that if there are only a small number of children in the Bungalow or pre-school room at the end of day, then we may put the children together, therefore your child may be collected from the pre-school room. (This may include Pit Stop children also)

The staff procedures if parents / carers have not arrived at the nursery by 6.00pm are as follows:

- At 6.00pm, parents are phoned and requested to collect their child immediately.
- If no contact has been made with the parents by 6.10 pm the emergency contact persons are phoned.
- At 6.30pm if staff have been unsuccessful in contacting parents or emergency numbers, settings manager will contact North Yorkshire Police (telephone 101) and seek advice.

A note will be left on the settings door indicating where the child is.

Signing in and out

Each day parents are required to sign their child in and complete the sign-in form, which requires details of drop off time, should someone other than the named person is picking up your child **YOU MUST INFORM THE SETTING AND USE YOUR FAMILY PASSWORD**. We will be unable to release your child unless we have spoken to you first.

The child must also be signed out, giving the actual time collected.

Please ensure that the signing in / out forms are completed correctly daily.

LAST UPDATED / REVIEWED ON:	SIGNATURE
Policy Created: 16-06-20	Tracy Maddison Acting Manager 30.06.20
To be reviewed:16-06-21	Tracy Maddison Centre Manager 28.04.22
To be reviewed 28.04.23	Tracy Maddison Centre Manager 26.04.23
To be reviewed 26.04.24	