



COLLECTION OF CHILDREN – POLICY AND PROCEDURE

- Please ensure you are punctual in collecting your child. Being late is distressing for the child.
- If you know you are going to be late, please phone and let us know.
- If you are late we will follow our Late Collection procedure (please see separate procedure)
- For the safety of your child we will only release your child to a known person.
- If we are unsure of a person's identity then we will check them against the Authorised Persons List. We may also like to phone you to confirm your wishes.
- If you would like someone other than the usual person to collect the child we would like to be informed in advance. If we are unsure of their identity we will still check them against the Authorised Person's List, or the handover book and call you.
- When you collect your child please use the Buzzer by the door. Staff will not allow a child out of the pre-school without an adult.
- Staff to physically stand in the way of the door. **DO NOT LEAVE THE DOOR UNATTENDED AT ANY POINT DURING MORNING ARRIVALS AND HOMETIME DEPARTURES.**
- If necessary staff will ask you to remain so they can speak to you. This may be to sign the accident book, inform you of progress made by the child that day or any other matter they feel is important you are aware of. You may of course speak to the staff yourself if you have any questions or concerns.

This Procedure was adopted September 2019.

Director:

Company Secretary:

Woodcroft Pre-school and Wrap Around Care.