

## **COLLECTION OF CHILDREN – FROM OUR PREMISES**

**We have a very strict policy relating to the collection of children from the setting. This policy is in place to protect your children.**

**The collection procedure is outlined below:**

All persons (EXCEPT PARENTS AND CARERS) whom are to collect your child from the setting MUST have their details entered onto your child's 'Collection Form' or on the registration documents.

All persons who are to collect your child from the nursery MUST either be introduced to us, details entered on to the collection form or bring photographic identification with them e.g. passport or photograph driver's licence

Please note that this procedure MUST be followed if anyone other than the child's parent or main carer is to collect them from the setting. This includes parents who do not live at the same address as the child, any relatives (Including Grandparents, siblings, Aunts, Uncles Etc.), aupairs and any one else.

**In extreme emergencies, parents can call the nursery for someone else not known to us to collect a child. Once the parent/carer is identified by our security questions, you can set up a password or ask the person to bring a photographic identification.**

Please make every effort to collect your child on time. It is unfair to expect staff to stay at the setting in their own time. We will make a charge of £10.00 per 15 minutes (or part of) to parents who are late collecting their child. After an hour we are required by law to contact Social Services. If there is an emergency that will unavoidably delay the collection of a child, please contact the setting immediately on;

**020 8674 8678 (pre-school + out-of-school)  
020 8674 6444 (baby unit + out-of-school)  
07958 346 058 (mobile)**

## **COLLECTION OF CHILDREN – AT THE END OF A SCHOOL DAY**

Children will be collected at the end of the School day from their School's pick-up-point as agreed.

Children are required to stay in groups as instructed. If a mini-bus is used Children should enter and exit the bus as instructed by staff. Seat belts must be worn at all times.

They will be taken to the registered premises.

**Staff must seek clarification from the setting's management if they are unsure who is to collect a child.**

