Tots 2 Toddlers

Drop Off and Pick Up

Intent of Policy:

The nursery has a responsibility to ensure that all children are safe while they are at nursery and that they are with a nominated, responsible person when they leave the nursery.

Implementation of Policy:

Dropping Off:

* Children will not be allowed into the Nursery before the beginning of their booked sessions as this will impact on our staff: child ratios.
* Parents and carers must take their child to their allocated room.
* They should pass their child over to a member of staff or their Key Person so that the child can settle in.
* As parents and carers leave, they must not hold the door open or leave the door open for another parent or carer, this is for security reasons. The door is always supervised by staff when unlocked, so this is monitored.

Picking Up:

* In the case that parents have separated, the nursery should be advised as to who will be picking  
  the child up.
* Only adults who are legal guardians or on the emergency contact list completed on the ‘All about me’ booklet will be able to collect the child.
* The nursery will always make the welfare of the children the main priority and, in situations which require it, management will seek advice from children’s social care and the police.
* The nursery states that adults must collect children from the nursery. This means that only persons above the age of 18 may collect, with the exception of when the parent is under the age of 18.

Somebody else picking up your child:

* If for any reason you are not picking your child up, we must be informed by you  
  in person or by telephone of the name of the nominated person picking up.
* The Nursery also requires the nominated person to provide either the Password noted in the ‘All about me’ booklet or photo ID to ensure correct identity of the nominated person.

Uncollected Children:

* If any child is not collected within an hour of the nursery closing and we tried to contact all the emergency contacts provided, then we will have no choice but to contact Social Services to protect the child.

Late Pick Ups:

* At the end of the session children must be collected on time.
* In the event of an unavoidable delay, we ask that you telephone the Nursery to let them know  
  that you are going to be late and the length of your delay.
* We operate a late pick up charge scheme: A charge of £10 for every 15 minutes.
* This charge helps to cover the additional staffing costs incurred.
* The nursery obviously has an obligation to stay with any uncollected child at the end of the day, until that child is collected.
* If your child is not collected on time, our legal requirements staff: ratio will be infringed as two members of staff must remain at the nursery until the last child has been collected. A record on the register will be kept of all children who are late being picked up late this will note the date and the time at which the child was collected. You will also be asked to fill out an additional hours form.

|  |  |  |
| --- | --- | --- |
| Review Date: | Signed: | Next Review Due: |
| 01/09/2021 | H Waller | 01/09/2022 |