

Seedlings Kindergarten

Dropping off and Collection Policy

Dropping Off

- All children are expected to arrive at the time agreed in the contract.
- If a child arrives early then we may not be ready to care for them. If a child arrives late then it may be difficult for them to integrate into the session with the other children.
- Please let me know in advance if you would like to drop your child off earlier than the agreed time or if they are going to be late.

Collection

- All children are expected to be collected at the time agreed in the contract.
- We will only release your child from our care to adults who have permission to collect them. We will therefore need you to provide us with written permission if you would like someone other than a known parent/guardian to collect your child.
- In the event of an emergency, we can operate a password system where you can send someone not authorised to collect your child, but who is able to give the password to verify their identity. Please discuss this with us if you would like to use this system.
- It is important that you arrive on time to collect your child. However, we know that sometimes delays are unavoidable so if you are delayed, please contact us and let us know when you expect to arrive.
- If we are unable to care for your child longer than the agreed time we will contact one of the authorised back-up cover adults and attempt to arrange for them to care for your child. We will reassure your child that you are on the way and if necessary organise additional activities and food. Please note, there may be an additional charge for this.
- If we have not heard from you and you are very late we will try and make contact with you. We will also attempt to make contact via the emergency numbers that you have provided on your child's registration form. If we are unable to make contact with anyone we will inform Social Services and follow their advice.

Date: April 2017

Reviewed: April 2018, April 2019, April 2021

Review due: April 2022

I have read, understand and agree to abide by the above policy

Name	Date	Signature