



## **Collection of Children Policy**

Parents must carefully note that Little Dreams Nursery 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 nursery is closed at 18.00pm. 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 need to arrive by 17.50pm, which gives enough time to get your child / children organised and for staff to give feedback on your child's day and this will ensure that you have left the nursery by 18.00pm. Parents who have not collected their child by 18.00pm will 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 upstairs rooms, then they can be collected from 3-5's room at the end of day. Downstairs may also join if quiet, so children can be collected from the 0-2's room.

If children are inside and parents have not come by 5.50pm then staff will start to get your child's jacket and belongings together, so that they are ready to go by 6.00pm.

The staff procedures if parents / carers have not arrived at the nursery by 5.50pm are as follows:

- At 6.00 pm, 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 6.30 pm if staff have been unsuccessful in contacting parents or emergency numbers, the Nursery Manager / Deputy Manager will contact Grampian Police (telephone 0845 600 5700). A note will be left on the nursery 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 and who will be collecting them. The child must also be signed **out**, giving the actual time collected. Please ensure that the signing in / out forms are completed correctly daily.