



A REGISTERED CHARITY, Charity Number 1026054
Jubilee Hall, School Lane, Seer Green, Beaconsfield, Bucks. HP9 2QJ
01494 730060

Child Collection Procedure

Parents/carers must inform staff personally if their child is being collected by someone other than themselves. This information will be recorded in the Daily Record Book.

If the person collecting your child **is not known to the Pre-School staff**, they will need to use a **'password'**, given to the staff in advance either verbally or in writing, and used by the person when they arrive to collect the child. We would advise you to change the password for each new occasion.

If parents/carers set up a regular arrangement with someone to collect the child e.g. a childminder, a form giving permission for this type of arrangement is available.

Parents/carers can ring the pre-school to inform us of an unexpected change in the arrangements for the collection of their child. Staff will note this in the Daily Book.

A verbal message from a friend is not acceptable and staff will be obliged to follow this up with a phone call to the parent.

If a parent does not turn up to collect a child, the staff will:

1. Try home telephone/mobile number of parent or carer
2. Try business numbers of parents
3. Try emergency numbers given by parents

The child attending morning or afternoon sessions Monday to Friday will be cared for by Pre-School staff for up to an hour after their session has finished. After hours, a minimum of two staff will care for the uncollected child.

Should the parent/carer not contact the Pre-School or arrive by these times, the procedures taken are available to read in the Pre-School.