



A REGISTERED CHARITY, Charity Number 1207892
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.

Parents/carers can give ongoing permission for family members or childminders to collect their child by completing a form on Famly.

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, via email or Famly, and used by the person when they arrive to collect the child.

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 Record 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 our Non-Collection of Children Policy.