

TINY HORIZONS DAY NURSERY

COLLECTION OF CHILD POLICY

Collection of children.

On entry to the setting parents/carers are required to provide written information regarding the collection of their child and whom it may be. A password will also be provided in the event of someone else picking up.

If in the event that someone else turns up to pick up a child and staff have not been informed of this or are unfamiliar with the person then no entry to the setting will be allowed, the staff member will find the manager/ deputy manager who will contact the parent/carer and to verify the information.

Un-collection of children

In the event of a child left uncollected with no contact from a parent/carer it is our policy that a member of staff attempts to contact the parent/carer.

Failing this they will remain in nursery and care for the child until 6.30pm, which is 45mins after nursery closing.

Staff will continue to attempt to contact a parent/carer.

If this has not been possible by 6.30pm the responsible member of staff will contact the local authority. The number can be found on the notice board by the front door.

Policy amended in August 2016

Policy review date August 2017

Signed on behalf of Tiny horizons Day Nursery.....