



The Secret Garden Pre-school  
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### Arrival and Collection of children policy.

To ensure that the arrival procedure for all children and staff is safe and efficient.  
That all children are collected by appropriate parents /carers.

**Arrivals-** Parents should help settle their child by helping the child hang their coat up, encouraging children to sit on the mat ready for registration and saying goodbye. Staff will endeavour to open and to close the main doors on time, and therefore parents are requested to arrive on time.

### **Pre-school responsibilities during the child collection process**

We operate a strict child collection policy, which is adhered to at all times by staff. Children may only be collected by:

- An adult known to the pre-school – e.g. parent or carer
- An adult on the appropriate child's collection list (collection book)
- An adult on the emergency contact list, or a named person given by the parent in an emergency over the phone.

### **Parent responsibilities for child collection**

- Parents are responsible for telling staff who will be collecting their child. We will only allow a child to go home with someone other than their parent if we have been informed in advance that another person will collect them. If parents or the usual carer are not collecting their child at the end of a session, staff should be informed of this when the child is brought in and also written details of the arrangement should be made in the collection book and or in the home/school book. We will use passwords where necessary.
- Parents are responsible for ensuring that their collection lists are up to date and that all contacts including emergency contacts are available during session times.

### **Late collection**

Parents are responsible for collecting their child at the end of the various sessions; It is our policy to:

- Document late collections.
- After two late collections, parents are verbally warned that on the third occasion a late fee will be incurred.

Parents of children who are repeatedly late may lose their childcare place.  
This policy is designed to ensure that the children and staff are well looked after. If a parent is late collecting their child for safety reasons two members of staff need to stay with that child. It is our policy to inform social services if a child hasn't been collected (and we have had no contact with a parent or appropriate guardian) after 30 minutes

The pre-school adopted this policy on ...7<sup>th</sup> January 2011.....

By Hayley White

Signed on behalf of the staff..... *HWhite*.....