



Seedlings Pre School  
St Johns Memorial Hall

Mobile: 07525 731424

[seedlings-preschool@outlook.com](mailto:seedlings-preschool@outlook.com)

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## Drop off, Collection and Non-collection and Absence of Child Policy

### Dropping off your child

- On arrival parents can enter the pre school garden via the side access gate.
- While waiting for the pre school to open we must stress that parents/carers are solely responsible for their child's safety and welfare.
- Should any children use any of the toys or outdoor equipment before the pre school opens then it is at the parent's discretion, Seedlings Pre School does not assume responsibility for the children or accidents caused by using the equipment during this time.
- Parents are responsible for their children during drop off time until the parent has left the setting.
- We ask that parents arrive on time as late arrival can disrupt the session and also can upset the child who is late as they may miss group time such as story time and wake up session. However, we do understand that at times it may not be possible for a parent to arrive on time. In these instances we ask that parents notify us that they will be late and why. If it occurs on a regular basis then we may ask to discuss a long term solution with the parent to ensure the child's time with Seedlings is not consistently disrupted.

### Collecting your child

- At collection times parents can enter the pre school garden via the side gate and wait there until the session has finished.
- At the end of the session the staff will get the children ready to go home. We ask that parents wait outside during this time.
- A staff member will wait outside to liaise with any parents who need to discuss anything.
- Another staff member will sign the children out one at a time when their parents are present and ensure that each child leaves with an authorised person.
- Once a child is with their parent then the parent assumes full responsibility for the child, their safety and their welfare.
- Parents are asked to arrive on time to collect their child. Should a parent arrive consistently late then we will arrange a meeting to discuss how this can be avoided in the future. We reserve the right to charge should a parent be more than 5 minutes late collecting their child. Our charging structure will be:
  - £3 immediate fee if a parent is over 5 minutes late
  - £3 for every 15 minutes thereafter
- No child will be allowed to leave with anyone that is not listed by the parents on the Authorised Persons for Collection of Child section in the registration form unless it has been previously agreed and notified in advance by the parent. In these instances the parent should provide us with the person's name and the person collecting should be able to provide us with the password and be able to show us some form of ID.
- Children must be collected by an authorised person who is age 18 or more. If we are in doubt of the



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person's age then ID will be requested to confirm it.

- No child will be allowed to leave the premises unaccompanied.

### **Authorised persons to collect your child**

Before a child starts at Seedlings we will ask all parents/carers to complete a Registration/Profile form for their child. This will include:

- Child's name
- Details of parents/guardians with legal responsibility for the child – this includes mobile number, work number, home address, work address
- Names, telephone numbers of any adults who are authorised to collect the child from the setting
- An agreed password for people who are authorised to collect the child but who have not yet been met in person by the staff at the pre school – please also request authorised persons to bring a form of photo ID if they are not already well known to us, this includes if they have been to the setting once or twice because they may not have been seen by all members of staff in that time so it may still be possible for them not to be known to the person responsible for the children being signed out
- Information about any person or persons who do not have legal access to the child
- Details of at least two emergency contacts who are authorised to collect the child in the event that no authorised person arrives to collect them and we are unable to contact the parents or usual carer who collects them.

### **Non-collection of Child Policy**

It is always best if parents/carers are waiting outside before the end of the session. However the pre school recognises that from time to time a parent/carers will be unavoidably late to collect a child. In the event that a child is not collected by an authorised adult at the end of a preschool session, we put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified member of staff who is known to the child.

We ensure that each child leaves the premises with an authorised adult. In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### **Procedure for non collection of a child:**

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back up procedures. We provide parents with our contact telephone number. We also inform parents that in the event that their child is not collected from preschool by an authorised adult and the staff can no longer supervise the child in our premises we apply our safe guarding children procedures



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as set out in our safe guarding children policy.

If a child is not collected at the end of the session, we follow the following procedures:

- we check for any information about changes to the normal collection routines
- if no information is available, parents/carers are contacted at home or at work
- if this is unsuccessful, the adults who are authorised by the parents to collect their child from pre school and whose telephone numbers are recorded on the Registration Form are contacted
- all reasonable attempts are made to contact the parents/carers and failing that each of the emergency contacts or persons authorised to collect the child.
- the child stays at pre school in the care of two fully vetted workers until the child is safely collected
- the child does not leave the premises with anyone other than those named on the Registration Form or in a letter written to give special permission
- if no one collects the child and the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our safe guarding children Policy. We contact our local safeguarding Hub (telephone number **0300 123 1630** or **01483 517898** out of office hours) and inform Ofsted (telephone number 03001231231)
- a full written report of the incident is recorded
- depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

## Child Absence

It is important for us to be notified if a child is going to be absent from pre school. We ask parents/carers to notify us by the start of the session they were due to attend. If a child is absent without notification then we will make a call to the child's parents/carers no later than one hour into the session time to confirm their absence and the reason why they are absent. We ask parents to detail the reasons for the absence. In the case of illness we ask parents to state what illness they have so that we can keep a record in case we need to notify the Health Protection Agency.

**Policy Reviewed:** April 2017  
**Written by:** Jennifer Bruton – Pre School Owner