



**Collection of Children Policy**

**Aim:**

To ensure that children are safely dropped off and collected from Stepps Nursery.

**Who is responsible?**

It is the responsibility of all members of staff to ensure that at the beginning of the nursery year that collection details for each child are documented. This should include:

* The days the child will be attending the nursery
* Who will be picking the child up each day

It is the responsibility of all members of staff to ensure that the person collecting each child is a known adult and on their form.

It is the responsibility of the parent/carer to ensure that they are on time to pick their child up at the end of each session. If they are going to be late then they should make every effort to contact Stepps Nursery staff to inform them.

**How will the policy be implemented?**

When each child starts Stepps Nursery, they are given forms to fill out regarding drop off and collection. This information is then stored in each child’s file and staff are familiar with it.

In the morning, the session begins at 8.45am and parents are advised to drop their child off as close to this time as reasonably possible to avoid any disruption. Due to the current Coronavirus pandemic it is not possible for any parents/carers to enter the nursery building therefore a member of staff will be at the door to greet you and welcome your child into the nursery.

The session ends at 2.45pm and children will be handed over to parents/carers at the nursery door. If you intend to pick up your child earlier than this please inform a member of staff in the morning. We would ask that all parents/carers adhere to guidance issued by North Lanarkshire Council with regards to face coverings and social distancing when collecting your child as the area outside of the nursery can become busy, particularly during these times.

If a child is still in the nursery after the session has ended, and parents/carers have not been in contact with nursery staff, then a member of staff will contact the parent/carer. The child will be taken to the school office where they will wait to be collected with a member of management.

If the parent/carer cannot be reached then staff will contact the child’s emergency contact.

**Signing in and out**

Due to Coronavirus restrictions, parents and carers will no longer be permitted to sign their child in and out. This will be completed by a staff member who will document who has dropped off and picked up each child on the signing in/out sheets.

If you have any questions about this policy please do not hesitate to contact the nursery staff who will be happy to advise you.

Reviewed November 2020