

**Collection of Children**

Departure time(s) should be flexible and arrangements should suit the needs of the child, family and friends. We would however, encourage parents to make full use of the nursery session.

Staff should be advised by parent(s) as to who will be collecting their child(ren) on a regular basis (details kept in the child’s enrolment form). If there is a change to these arrangements/circumstances, then parents must advise the Nursery accordingly.

Staff must only hand over a child to an authorised pick-up.

When a child is not picked-up at his/her normal time i.e. over 15 minutes, then the Nursery will telephone the parent or emergency contact.

Staff should be familiar with the details on their children’s enrolment forms.

If there is any uncertainty regarding the collection of a child, then staff should contact the Head Teacher or Principal Teacher.

**Updated August 2018 by N. Ferguson**

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