

## **Collection Policy**

All parents/carer are responsible for the collection of their children.

If a Parent/carer is unable to pick up their child/ren from the nursery they will need to inform us of who will be picking their child up.

If it is someone who we are not familiar with then they will need to be aware of the child's password to enable them to take the child. A description may be asked for by the parent/carer to confirm that it is the correct person.

If a member of staff is in doubt they will need to check with management.

Adopted 10/06/11

## **Late collection policy**

If a parent/carer is going to be late picking a child up they must call as soon as possible.

If a child hasn't been picked up by 6.00pm then the duty manager will start calling the parents/carers before working through the contacts list.

If necessary, non-collection procedure will come into play.

Late charges are £1.00 per minute after 6.00pm.

Whilst waiting for the child to be collected the duty manager and one member of staff will remain with the child.