



# Arrival & Collection of Children Policy 2024-2025

## Arrival of children

All staff members are aware of the systems in operation for children's arrival and departure and a staff member will monitor the doors during these periods. Once the child's parent/carer is on the premises the children are the responsibility of the parent/carer.

Doors are always supervised, and children are signed in and out of the preschool, at exact times.

## Late arrival /Early Collection of children

Should a child arrive late or leave early, this time is also recorded.

## Collection of children

Children will only be allowed to leave the premises with someone authorised by the child's parent/carer. Parents of children starting at Enchanted Wood Preschool will be asked to provide specific information, which is recorded in our records, to include:

- home address and telephone number
- place of work, address and telephone number.
- mobile telephone number
- names of three emergency contact details of adults who are authorised by their parents to collect their children from the Preschool.
- password

On occasions, when parents or the persons normally authorised to collect the child are not able to do the collection, we require the parent to give consent, we also need the person to inform us of this different person prior to collection and supply both us and the collecting adult with the same password for that day.

## Non-Collection of children

If a child is not collected by an authorised adult at the end of a session, Enchanted Wood Preschool will put into practice agreed procedures. These ensure the child is cared for, by an experienced and qualified practitioner who is known to the child. It should also cause the child as little stress as possible. We will:

- Contact the parents/carers at home or work if no information is available. All reasonable attempts will be made to contact the parents/carers. If this is unsuccessful, we will contact the adults who are authorised and on the child's emergency contact list given by the parents to collect their child from Preschool.
- Keep the child at Preschool, in the care of two 'suitable' people until the child is collected and will not allow them to leave the premises with anyone other than those named as collectors or parental permission has been given.
- If no-one collects the child and the premises are closing or staffs are no longer available to care for the child, we will, as is our duty, contact Social Care.
- Complete a full written report of the incident.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

## Court Order

If you child is subject of a Court Order, including Supervision Order, Care Order, or Legal Guardianship Order this must be shared when the child joins the Preschool.