



Collection of Children Policy

Parents must carefully note the Growing Patch Childcare Setting operates from 8:00am – 18:00pm. Parents should ensure children are brought in no earlier than 8:00am and are collected before 6:00pm. The setting is closed at 6:00pm. If a parent is unavoidably delayed due to circumstances beyond their control, they should make every effort to phone the setting to inform them. Parents need to arrive by 17:50pm, which gives enough time to get your child/ children organised and for the staff to give feedback on your child's day and this will ensure that you have left the setting by 18:00pm. Parents who have not collected their child by 18:00pm will incur a charge. This will be under the discretion of the management.

Please ensure that your child/children are collected on time so that we do not have to take this action.

If children are inside and parents have not arrived by 17:50pm then staff will start to get your child's jacket and belongings together, so that they are ready to go by 18:00pm.

The staff procedures if parents/carers have not arrived at the setting by 17:50pm are as follows:

- At 18:00pm, parents are phoned and requested to collect their child immediately.
- If no contact has been made with the parents by 18:10pm the emergency contact numbers are phoned.
- At 18:30pm if staff have been unsuccessful in contacting parents or emergency contacts, the setting manager/owner will be phoned. The setting manager/owner will contact Warwickshire police. A note will be left on the nursery door indicating where the child is.

Signing in and out

Each day parents are required to sign their child in on the sign-in form, which requires details of drop off time and who will be collecting them. The child must also be signed out, giving the actual time collected. Please ensure that signing in/out forms are completed correctly daily.

