**DELIVERY AND COLLECTION OF CHILDREN POLICY.**

At Cowling Preschool we ensure all our children are given a warm welcome to start their day with us, and are only allowed to leave with the person whom it has been agreed will collect them.

**Policy Statement.**

Our opening hours are from 9am to 3pm, with session times from 9am to 12 noon and 12 noon until 3pm.

**Admittance to Preschool.**

We are not able to accept children into the preschool room before 9am and the door will remain closed until this time. Likewise, children booked in to the afternoon session only will not be admitted to the room before 12 noon. We will open the doors at the appropriate time to allow children and parents/guardians in, it is not necessary to knock on the doors as we may have the children gathered for a story or singing session.

Once the day starts we want to ensure the setting is welcoming and feels secure for children to leave their parents or guardians. There are no set rules on how to see a child into the setting as each child will respond differently. The child should be seen right into the room and whenever possible parents should encourage their child to find their name and photograph and place it into the relevant pocket on the wall register, before passing the child over into the care of a member of staff. Parents and children should be acknowledged and not be left to fend for themselves, even when arrival times are very busy. Whoever drops the child off should be asked if there are any changes to normal routines, i.e. child’s health, who is collecting the child etc. Any specific information provided should be recorded in the daily book.

**Collection from Preschool.**

Children should be collected from outside the Preschool room at 12 noon for morning session attendees and at 3pm for those children attending the afternoon session.

Sessions should come to a natural end, so children learn to understand the routine, and not feel they are pulled away from an activity to leave the room. Once the session has finished, staff will establish that the parents or guardians have arrived, then the relevant child will be lead out of the room and handed over to the person collecting them, with an update of the child’s day and any other information that is necessary. A child will only be allowed to leave the setting with the person whom it has been agreed will collect them. In the event of an emergency where the agreed person is unable to collect the child at the end of a session, the following procedure will be set in place to identify the newly nominated person:

* When parents or guardians notify us that they will be unable to collect their child as agreed, and that another person will be coming in their place, a password must be provided to the Preschool and to the nominated person. In addition, a description of the nominated person must be taken.
* The password must be provided before a child will be handed to any other adult. If there are any reason for doubt or any concerns, contact will be made with parents to check before the child is allowed to leave.

Where a parent/guardian is delayed in collecting their child, the following procedure will be applied:

* At our discretion, a charge of £5 will be made for each 5 minute period (or part thereof) following the session ending that the child remains under preschool supervision (up to a maximum of 15 minutes).
* If a child is left for longer than 15 minutes, the Uncollected Child Policy will be applied.
* Where a parent/guardian is unavoidably delayed (and where it is not a regular occurrence) and informs preschool, the above policy will only be applied at the discretion of the senior member of staff.
* If a child is regularly late being picked up the Manager reserves the right to apply the Uncollected Child Policy within the 15 minute period.

**This policy was adopted on .………………………………….......**

**Date to be reviewed ...……………………………………..**

**Signed on behalf of the management committee …………………………………………**

**Name of signatory …………………………………………**

**Role of signatory (e.g. Chair/owner) …………………………………………**