



## Collection of Children Policy

Parents / Carers must carefully note that Little Dreams Nursery operates from 7.30am - 6.00pm. Parents / Carers should ensure children are brought in no earlier than 7.30am and are collected before 6.00pm. The nursery is closed at 6.00pm. If a parent/ carer is unavoidably delayed due to circumstances beyond their control, they should make every effort to phone the nursery to inform them. Parents / Carers need to arrive by 5.50pm, which gives enough time to get your child / children organised and for staff to give feedback on your child's day and this will ensure that you have left the nursery by 6.00pm. If children are inside and parents / carers have not come by 5.50pm then staff will start to get your child's jacket and belongings together, so that they are ready to go by 6.00pm.

Please note that at the end of day, the children downstairs will join in the 0-2 room and upstairs in the 3-5 room. If the children are in the garden area, **DO NOT** enter the garden or open the gate, please wait for a member of staff to bring your child to you or open the gate for you should you need to go into nursery to collect. This is to ensure everyone's safety. When in the nursery building **DO NOT** open the door for others even if you know who they are.

Parents / Carers who have not collected their child by 6.00pm will incur a charge and parents / carers / emergency contacts will be contacted, then the non-collection of child procedure will be followed.

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

The nursery procedures if parents / carers have not arrived at the nursery by 5.50pm are as follows:

- At 6.00 pm, parents / carers are phoned and requested to collect their child immediately.
- If no contact has been made with the parents by 6.10 pm the emergency contact persons are phoned.
- At 6.30 pm if staff have been unsuccessful in contacting parents or emergency numbers. Management will contact Police Scotland (telephone 101) and a note will be left on the nursery door indicating where the child is.

### Signing in and out

Each day **parents / carers are required to sign their child in** and complete 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 the signing in / out forms are completed correctly daily.

### Early Collection / appointments

If your child is being collected early throughout the day or collected to go to an appointment, then you **MUST** inform staff / management. If you arrive to collect your child / children and the other children are in the garden area, then the gate will be locked from the inside and you must wait until staff approach you. Staff will come to the gate to allow you entry when it is safe to do so. It is extremely important that all parents / carers follow these procedures for the safety of all our children and staff.