

Collection & Non – Collection of Children Policy & Procedure

Children should be collected by the time agreed with The Butterfly Preschool by their parent/carer or a nominated person known to the nursery.

All parents/carers are advised to ensure they have adequate contingency plans to avoid late collection of their children.

The Butterfly Preschool staff are aware that there may be times when parents/carers can be unavoidably delayed in collecting their children at the agreed time. We provide parents/carers with our contact telephone number – Clapham - 020 7738 0019 & Wimbledon - 07932 323026 and highly recommend that parents/carers contact us before the agreed time if they are going to be late in picking up their child from the preschool. **Please be aware additional charges will apply in this instance.**

The preschool staff will not allow a child to be collected from the preschool by someone under the age of 18 years.

In the event that a child is not collected at closure time and no contact has been received from the parent/carer, the following procedure will be implemented:

- The Preschool Director will attempt to contact the parent/carer or the emergency number previously provided by them.
- If no contact has been received from the parent/carer 30 minutes after the preschool closure time and the preschool directors are unable to get a response from the emergency contact provided, the local councils MASH will be contacted who will then take charge of the situation.
- The child will stay at the preschool in the care of two members of staff, one of them being a senior member until the child is safely collected either by the parent/carer or by a social worker.
- Under no circumstances will the preschool staff go and look for the parent/carer.
- The preschool staff will not take the child home with them.
- A full written report of the incident will be recorded and kept on file.
- The Preschool Director will inform Ofsted (0300 123 1231) and the Local councils MASH of the incident.

