



Arrival and Collection Policy

Policy Statement

We have an agreed procedure for arrival and collection of children, all the parents are informed of this before their child's first day. All staff are aware of the procedure and have specific roles during the morning and afternoon to ensure children are kept safe. Parents are always invited inside the building to collect their child so we are able to personally speak to each parent/carer about their child's day.

In the event that a child is not collected by an authorised adult at the end of the preschool morning, Little Legs Montessori puts into practice agreed procedures (see Uncollected Child Policy). This ensures that the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care causing as little distress as possible.

Procedures

- Parents provide specific contact information to enable us to contact them or an alternative emergency contact at all times.
- Changes to the normal contact details or changes to the authorised persons are given via the message board each morning, and in person as and when they occur.
- These changes are recorded in the diary and personal file if more permanent.
- A password is in place for each child for adults who are not known to the staff collecting children.

Delivery

- Children may arrive at school anytime after 9.00am.
- If a child is distressed and has not settled within a reasonable time period (usually around 30 minutes) we will contact parents/carers.
- Each child is different and we respect this in their settling in procedure, some children will respond best if their parent/carer leaves the setting promptly to allow their child to settle with their key worker. We will work on this with parents on an individual basis.
- Parents are asked to inform of us of any known situation that may make a child unsettled at nursery by speaking directly to us.
- If the school has to be closed due to weather or power failure, all parents will be notified by telephone before 7.30am on the morning of closure or earlier if possible.
- Parents are invited into the classroom to settle their child.

Collection

- The school morning ends at 12.30pm or 3.00pm.
- Parents are asked to telephone the school as soon as possible if they are delayed by more than 5 minutes or unable to collect their child.
- We have a video intercom system in place. Parents will use this when collecting their child and any other visitors will also use this, so we can clearly see who is there before opening the door.
- Parents are invited into the classroom to collect their child while two staff remain on the door, to ensure all children are kept safe.
- We will not release children to other adults (even if they are known to us) without confirmation from parents and the use of their individual passwords.

- Parents are informed that due to staff and hall availability we can only care for children for a limited period of time. If parents are late and have not informed us they will incur a late fee of £10. If we have not heard from parents after a significant time period we will follow our relevant procedures for non collection.

This policy was adopted by

*(name of
provider)*

On

(date)

Date to be reviewed

(date)

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or
owner)