Collection Policy

Statement of Intent

At Kells & Connor Pre-School, it is our aim to ensure a safe environment for all children. We aim to make the drop off and collection of children as smooth and as safe as possible. We have set out procedures to ensure this runs effectively and efficiently.

Procedures

Parents will be asked to provide the names of persons permitted to collect a child from pre-school. These should be recorded on the registration form. Any person(s) not permitted to collect a child should also be recorded. In special circumstances, a parent/carer will be asked to provide a photograph if possible, or a detailed description of this person.

The front door will be locked as soon as the main flow of arriving parents subsides.

If there is any change to the usual collection arrangements, the supervisor of the pre-school must be informed in advance.

Staff cannot permit a child to leave the pre-school with anyone other than the named person, unless otherwise advised of this by parents in advance. In such circumstances, the supervisor will attempt to contact parents for consent.

Staff cannot permit a child to leave with anyone who is not over 18 years of age, unless the person is the parent of the child.

At the end of each session, the leader will call the children’s names as their parent/carer arrives.

Before the collection procedure commences, the leader will designate a member of staff to supervise the front door to ensure no child leaves the pre-school alone.

Parents should adhere to arrival and collection times as this will ensure the smooth running of the pre-school.

This policy has been adopted by the pre-school committee at a meeting on:

Date: __________________________

Signed: __________________________

(Chairperson)