



Three Legged Cross Nursery School

Safe Arrival and Late Collection Policy

Safe Arrival

All nursery children are welcomed into school by nursery staff. Parent/Carers will be required to sign the register form prior to leaving their children at nursery and state the arrival time. The form will also detail staff present and make explicit the compliance with suitable ratios. On collection, parents are required to sign the register form and state the collection time.

Collection

At the end of sessions, nursery children will exit through the hall door under the supervision of nursery staff.

Late Collection

Staff will assume that the usual parent/carer will be collecting the child unless informed otherwise by that carer.

Parents are advised to inform the school in advance in the event of another family member/friend collecting the child.

If a child is not collected, staff will stay with the child at all times. Failure to collect within ten minutes will result in the staff member informing the school office. School office staff will attempt to contact the parents. If this is not possible, contact will be attempted with the designated contact people on the school admission form in the order designated by the parents. If not contact is made with any contacts within 1 hour of the collection time, social services will be contacted.

Regular late collections

A concern form will be completed if a child is not collected at the appropriate time on a regular basis. This will be passed to the designated safeguarding person.

Late Collection Fee

In order to comply with strict adult child ratios and ensure child safety, late collection will not be tolerated. There will be a punitive charge for late collection in order to actively encourage prompt collection. A charge of £5 per every 15 minutes of late collection will be applied.