



## **Arrival and Collection Policy** **(Including Uncollected Child Procedure)**

### **Arrival and Collection**

- Living Spring Montessori Nursery is open from 8am to 6pm. We expect parents/carers to bring their child on time and we require that children are collected on time.
- It is our policy at Living Spring Montessori to give a warm welcome to each child when they arrive.
- We always have a member of staff at the door who will meet and greet the children. That staff member will also be responsible for signing each child in on their class attendance register and the child's time of arrival will be filled in on the class sign-in sheet. The greeter will also take any specific messages that the parent may have for the class, for example; that the child will be collected by another person who is authorised to collect the child on that day.
- Breakfast is given to children on the 8am – 6pm option. In order to allow time for tidying up and to prepare for the rest of the day, children need to arrive no later than 8.45am in order to have breakfast.
- Classroom activities start promptly at 9am, and we expect all children to be in class by then.
- Parents need to pick up their child by 6pm at the latest. We have a late pick up charge of £20 any time after your normal collection – for up to 10 minutes, and then £10 for every additional 5 minutes; which is in place to discourage children and staff members having to wait around after 6pm and also to encourage parents to make back-up collection plans for their children.
- If you are going to be running late please call the school to inform the office.
- We also request that you let us know, whenever possible, if your child is going to be absent from Nursery as it is a Welfare requirement to sign children in and out on the class sign-in sheet and to record absences in our class registers.
- Under no circumstances is a visitor allowed access to the children or to be in the building without being supervised by an authorised person. Any visitors, such as sales people, college assessors, gardener, and handyman/woman must fill in the visitor's book on arrival. They must also be asked to wait behind the double doors until the Manager or Deputy Manager is available to speak to

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This policy is reviewed regularly in line with changes and updates in legislation.

them. We ask that parents support us by making sure that they do not let any unfamiliar person into the Nursery.

- We also ask that parents help us in ensuring that the front door is shut at all and that the gate is latched; particularly during busy times when there is a lot of coming and going.

### **Authorised Collectors**

- Under no circumstances will a child be allowed to leave the premises unless it is with a person who is either known to the staff or is able to provide proof that they are authorised to collect that child. We also require that authorised collectors be over the age of 18.
- Each child must have at least two authorised collectors.
- Parents are required to provide photographs of each authorised collector together with work, home and mobile phone numbers.
- Parents are reminded that no one whose name and photograph does not appear on the collection list will be allowed to collect their child unless they have arranged ahead of time with the office to provide a password.
- In an event of a one-off collection by some-one who is not an “authorised collector”, the parent will be required to inform the school ahead of time and to arrange for the person collecting to use a password before they are allowed to collect the child.

### **UNCOLLECTED CHILD PROCEDURE**

- As a courtesy to the children and staff, parents / carers must ensure that they collect their children from school on time at all times.
- Children become fretful and upset if their parents and carers are late. It is also unfair to keep the staff waiting especially as they also have their own family commitments.
- Parents and carers should inform the nursery if they are going to be late at least an hour before they are due to collect their child.
- Should a child not be collected at their appointed time a member of staff will endeavour to contact the parent/carer using the contact information we hold on file.
- Should contact be made and information obtained that ensures the child will be collected, then arrangements will be made by the Manager of Living Spring Montessori or deputy to ensure that 2 suitably qualified members of staff remain on the premises until the person collecting the child arrives.

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- In the unlikely event that no contact is made with a parent/carer, 30 minutes after the time the child should have been collected, the person in charge or the deputy will first attempt to contact any other person whose name appears on the emergency contact list for the child.
- Should the person with lead responsibility for Safeguarding, or the Designated Safeguarding Co-ordinator (DSCO) of Living Spring believe that it is in the child's best interest to be passed from their care to the care of Social Services, then under this procedure they reserve the right to do so by contacting Social Services Emergency Duty Team. Please refer to the Living Spring Safeguarding Policy for contact details and protocol.
- Should this ever occur, then a written statement informing the parent/carer of the sequence of events shall be delivered to the child's home at the first opportunity.
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.
- Under no circumstances are staff members allowed to take a child home.

**Links to the Statutory Framework for the Early Years Foundation Stage 2017:  
Section 3 – The safeguarding and welfare requirements:**

- Child protection
- Suitable people
- Staff qualifications, training, support and skills
- Key person
- Information about the child