



## Riverbank Nursery Collecting Children Policy

When parents/carers drop off children at Nursery they will sign them in and state on the sheet who will collect the child at the end of the session.

It is essential that all information on a change to the expected routine be given to a member of staff who will note it on the sign in sheets/nursery diary. E.g.

Change of person (minimum age is 16 years old)

Relationship with this person

Details of an early collection

If plans change during the session parents/carers should phone the Nursery to explain any new arrangement.

Although it is acknowledged that it is not always possible, a prior introduction of persons collecting children to the staff is appreciated. A photograph or a detailed description is acceptable especially if the arrangement is short-noted.

When adults (including persons known to staff) turn up unannounced then the person noted on the signing in sheet will be phoned before the child is allowed to leave.

Parents/carers should ensure that they are on time to collect their child to prevent children becoming distressed.

When picking up your child at the end of the session please ensure you inform a member of staff if you require to re- enter the building.