

Child Collection Policy

Students must not authorise a child to be picked up, it is not part of their role or responsibilities.

Parents please sign all children in and out of the building by using the register displayed next to the inside door.

Please be advised we will not release a child to someone other than those declared on the registration form, unless we are notified previously and given a description.

If for any reason your child is still at nursery after his or her session has ended we will continue to try all emergency numbers on the registration form.

Please inform us of any changes to your child's emergency numbers so that records can be kept up to date.

In the event that a child does not get collected and no one can be contacted, after a 30 minute period has passed we are obliged to contact the police and social services for advice. These contact numbers are displayed on the office wall.