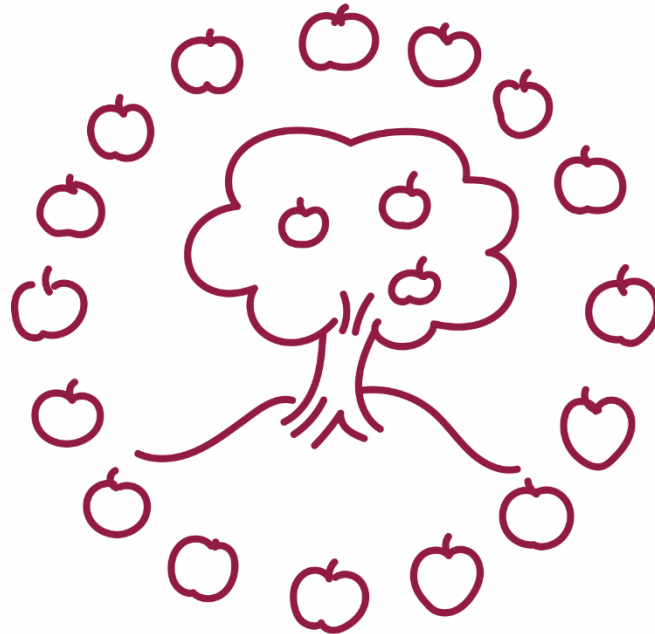


Kingsbury Episcopi Pre-school

Drop off and collection policy



Success Through Teamwork

Approved by the Governing Body of Kingsbury Episcopi Primary School	
Chair of Governors	Simon Faull
Signature	Simon Faull
Date:	Autumn 2024
Review Date:	Autumn 2024

Drop off and collection procedure

The aim is for children to feel confident to part from their parents/carers and enter preschool and for collection time to be safe and an opportunity for parent/practitioner discussion if appropriate.

General principle

- Children will be relaxed and confident to enter preschool and separate from their parent at the entrance to preschool
- Children will be collected promptly at the end of the session by the nominated person from inside preschool

Drop off

- Parents to wait in area between large gate from road and blue gate into preschool play area.
- The blue gate will be opened, and children and parents can come to the door to drop off.
- We ask that parents avoid coming into preschool at drop off time so that separation is smooth and clear for the children as they learn that they enter preschool by themselves
- Drop off will be a prompt procedure so that children feel confident to leave their parents and come into preschool
- **It is essential that parents inform us who will be collecting their child if this is different from the person who dropped off.**

Collection – from inside preschool

- Parents to wait in area between large gate from road and gate into preschool area (as there may still be some children playing and using the outside area depending upon collection time).
- When we are ready the door will be opened, and parents/nominated person will be allowed to come inside to collect children.
- This may also be a time for parents to discuss any issues with key person or member of staff
- If the accident book needs to be signed or documents need to be shared with parents these will be left on a small table for perusal/signature.
- If someone other than the person who dropped off the child is due to collect their name and relationship to the child should be written in the collection book (including telephone number if needed). Occasionally parents/carers may have to make changes to their plans, and we will accept a phone call to inform us who will be collecting the child if different from the person named in the collection book.
- We agree with parents how the identification of the person who is to collect their child will be verified if that person is not already known to the staff at pre-school.

Additional information

- Children should bring in spare clothes for personal use in a bag.
- All children need to bring in their own water bottle for use during the day.
- Children must bring a sun hat and have sun lotion applied before attending the session as appropriate.
- Appropriate footwear for outside play is recommended.

Non-collection of children

If a child is not collected by an authorised adult at the end of a pre-school session/day, Pre-school puts into practice procedures to ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child to cause as little distress as possible.

Procedures

- Parents of children starting at the pre-school are asked to provide specific information, which is recorded on the Registration Form, including:
 - Home address and telephone number; mobile telephone number; work address and telephone number (if applicable); names, addresses, telephone numbers of adults authorized to collect their children from preschool. Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted, this information will be noted in the diary or Collection Book.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures.
- If a child is not collected at the end of the session/day, we follow the following procedures:
 - The Collection Book is checked.
 - Parents/carers are contacted at home or at work and all reasonable attempts are made to achieve this.
 - If this is unsuccessful, the adults who are authorised by the parents to collect their child are contacted.
 - The child stays at pre-school in the care of two of the practitioners until the child is safely collected.
 - The child does not leave the premises with anyone other than those named on the Registration Form, or as outlined above or in the Collection Book.
 - If no-one collects the child and the premises are closing or staff are no longer available to care for the child, we apply the procedures set out in the Child Protection Policy. We contact Somerset Direct as part of a safeguarding procedure 0300 123 2224.
 - Inform Ofsted tel.: **0300 123 1231**
 - A full written report of the incident is recorded; and
 - Dependant on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.