

Reading Early Years Schools Federation



Child Collection Policy

Signed by Chair of Governors: Caroline Wharton

Signed by Executive Head teacher: Joanne Budge

Date: May 2021

Date to be reviewed: May 2024

Child Collection Policy

Aim:

To ensure that all children are collected by an appropriate person at the end of their booked session in line with our insurance policy.

Anyone collecting a child must be over the age of sixteen. We must have prior agreement from the child's parents/guardians if they wish for someone different to collect their child. Authorisation can be given on the admission forms for collection without on the day confirmation from parent/ guardian. Should a parent/guardian wish someone different to collect their child as a one off occasion we require an email or telephone call prior to the child being collected. The person collecting would need to have the password. If we have not met this person before we will request photographic ID.

Children must be collected from nursery by the appointed time each day. If any child is not collected by this time and we have not heard from their parents/guardians, we will call all the emergency numbers listed on the admission form. If we still receive no contact from the parent/guardian of the child by 30 minutes after the appointed collection time we have an obligation to inform Social Care.

Caversham only: *The nursery closes at 6pm and all children need to have been collected and left the building by this time.*

Late collection fees

If children are late being collected a charge will be made and added to the next invoice. You will be asked to sign a form to agree that you were late collecting your child. Charges for late collections are as follows:

Up to 15 minutes	-	£20
Up to 30 minutes	-	£40
Over 30 minutes	-	£75

The time will be shared upon arrival using a satellite linked device such as an iPad or Fitbit watch

Any updated changes to the details and prices for the late collection fees can be found in the parent/carer handbook.