

# Reading Early Years Schools Federation



## Child Collection Policy

Chair of Governors: Terry Hardie

Executive Head teacher: Joanne Budge

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Date to be reviewed: May 2027

## Child Collection Policy

### **Aim:**

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

Anyone collecting a child from nursery 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 to collect 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 give the pre- agreed password to staff. If staff 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	-	£25
Up to 30 minutes	-	£45
Over 30 minutes	-	£80 (for each period of 30 minutes)

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.