

Apple Tree Day Nursery Collection Of Your Child From Nursery Policy & Procedure.

*Only senior members of staff are permitted to release a child to their parent/ carer or nominated person.*

*In the event that a child's parent/ carer is unable to collect them from nursery, a nominated person will be allowed to collect them with one of the following procedures:-*

*A description of the adult i.e. height, hair colour, eye colour, build, clothing and if appropriate the make of car and registration number. A photographic form of ID, i.e. Driver's Licence/Passport.*

*Emergency password - this is the password given on the child's Registration forms, and signed by the parent/ carer at the point of registration. This password would then be given to the nominated person by yourself and then to nursery staff so that the child can be released.*

*(a) No child will be handed over to an unidentified individual without this password.*

*(b) If the nursery staff are in any doubt, they will not release the child.*

*(c) We stress that in the event of an emergency the parent/ carer should try their utmost to contact nursery staff to inform them of the situation prior to using this procedure.*

*(d) The password can be changed on request by the parent/ carer only, who must inform The Nursery Manager who will make the required amendment to the child's file.*

*The child's departure time from nursery will be recorded on the nursery register.*

*We will not allow children to leave the premises with older siblings under the age of sixteen. We will require written permission for them to collect a child if under the age of eighteen.*

*Reviewed and Agreed on*

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*Next Review Date*

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