

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 1.1.2016

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